



The Catholic High School of Baltimore

2023-2024 Student Handbook



Celebrating 85 Years!

www.thecatholichighschool.org

2800 Edison Highway, Baltimore, MD 21213 | 410-732-6200

MISSION STATEMENT

Empowered by Gospel values and rooted in the spirit and tradition of Saints Francis and Clare of Assisi, *The Catholic High School of Baltimore*, a sponsored institution of the Sisters of St. Francis of Philadelphia, is dedicated to the education of young women in an environment that fosters Christian attitudes of dignity and respect for the human person and all of creation.

In our mission, we recognize that through education the empowerment of women can effect the transformation of our society. Therefore, we challenge our school community to academic excellence, to responsible leadership, and to Christian community service.

CORE VALUES

As twenty-first century gospel women, we strive to live the words of Francis of Assisi, "Preach the gospel at all times; if necessary, use words." We embrace the words leadership, joy, and empowerment as our Core Values. These core values shape our students to be Christ for one another in their lives and world.

Leadership - We build a community embodying integrity and compassion with reverence for all creation.

Joy - We rejoice and delight in God's radiant love in simple gifts and profound revelations.

Empowerment - We invest in our students' ability to take initiative with humility and grace, contributing their light to the world.

"Go forth in peace, for you have followed the good road. Go forth without fear, for God who created you made you holy." ~ St. Clare of Assisi

HISTORY OF THE SCHOOL

With the permission of the Most Reverend Michael J. Curley, Archbishop of Baltimore, (1921-1947), and through the efforts of Mother Mary Generosa McCafferty, Provincial Superior of the Sisters of St. Francis of Philadelphia, a new Catholic high school was erected for girls during the period of 1938-1939 on the property known as the Raming Estate, located in northeast Baltimore City on the west side of Edison Highway. The name of the institution as presented to the Archbishop read: "The Curley High School of Baltimore." Not wishing the school named after himself, Archbishop Curley substituted the word "Catholic" for "Curley," thus the title was incorporated.

Classes began in the fall of 1939 with a student body of 254 freshmen. The faculty consisted of the Sisters of St. Francis of Glen Riddle, Pennsylvania. With this class of 1943 came the responsibility and the privilege of laying the foundation upon which the school's traditions would rest. Catholic High continues today under the sponsorship of the Sisters of St. Francis of Philadelphia.

The school colors are green and gold, and the mascot is the Cub. The school seal, pictured on the right, has a triple significance. The crossed arms of Christ and St. Francis surmounted by the cross are taken from the coat of arms of St. Francis. The open book and glowing lamp are symbols of knowledge, while the five petaled rose is a tribute to His Excellency Archbishop Michael J. Curley. In the center of the shield is engraved the school motto, *Lux Tua Luceat*, an excerpt from St. Matthew 5:16: "So let your light shine before all that may see your good works, and glorify your Father who is in heaven."

SCHOOL SONG:

Viva Catholic High

Our voices tuned by joyous love
Catholic High, we sing your praise,
And to you pledge our loyalty
Through the length of days.
Our Mother fair you'll always be
Guiding us right, To celestial glory
And the King of Light.

CHORUS:

Catholic High, your grateful daughters promise
Ever to uphold
Principles of truth and honor
As our lives unfold.
We will strive beneath your sparkling banner
Green and Gold to glorify;
Steadfast to our motto, Viva Catholic High.

Alma Mater fair, we're proud of you,
And your graceful portals blessed
To keep our light e'er shining
We will do our best
Knowledge found in you a true ally;
Your name and frame
Echo forth your virtues
And your worth proclaim.



August 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Ambassador Senior Lead Training 8:30 – 11:00am	2 Ambassador Training 8:30 – 11:30am	3 Legacy Lunch 11:00am-1:00pm - Library	4 SCHOOL CLOSED	5
6	7	8	9	10	11 SCHOOL CLOSED	12 VPA Welcome Back Picnic 1:00-4:00pm - Chesterwood Park
	HSPT Prep – 8/7 – 8/10 - 8:30 to 11:30am					
	Archangel Workshop – 8/7 – 8/9 - 8:30 to 11:30am					
	TCHS 9 th Grade STEM Workshop – 8/7 – 8/10 - 8:30am to 3:00pm					
	Color Guard – 8/7 to 8/9 - 8:30 am to 11:30am					
13	14 Athletic Meeting Meet the Coaches Night 5:00 - 7:00pm Dining Hall & Auditorium	15 Fall Sports Tryouts Begin Senior Portrait Makeup Day Gallery – 8:00am – 3:00pm	16	17	18 SCHOOL CLOSED	19
	HSPT Prep – 8/14 to 8/17 – 8:30 to 11:30am					
	Marching Band Workshop – 8/14 to 8/17 - 8:30am to 3:00pm					
20	21 <i>Professional Day</i> Breakfast 8:00am – Dining Hall	22 <i>Professional Day</i> Marching Band Rehearsal 3:00 – 5:00pm New Parent Mandatory Technology Session 6:30-7:30pm - Auditorium	23 <i>Professional Day</i> FORMAL UNIFORM School ID Pictures Gr.9 Orientation 8:30am Gr. 9 & 12 Meet & Greet 11:00am Gr. 9 Tech Training 12:00 – 2:30pm Gr. 12 Orientation 12:00 – 2:30pm <i>1st Quarter Begins</i>	24 <i>Professional Day</i> AOB Convocation Church of the Nativity Marching Band Rehearsal 3:00 – 5:00pm New Parent Mandatory Technology Session 6:30-7:30pm - Auditorium	25 <i>Professional Day</i> FORMAL UNIFORM School ID Pictures Gr.10 Orientation 8:30 – 10:30am Gr.11 Orientation 12:30 – 2:30pm	26
27	28 First Full Day of Classes 7:45am <i>Bus Service Begins</i>	29	30	31		8/9/2023 10:12 AM

September 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div>9/4 to 9/29: Franciscan Center Toiletry Drive Shadow Days: Throughout Fall – 9/14 – 12/8 9/25 to 10/6: VPA Charleston Wrap Fundraiser</div>					1 SCHOOL CLOSED Principal's Holiday	2
	3 Labor Day SCHOOL CLOSED	4 <i>Students must have all textbooks</i>	5	6	7 VPA Boosters' Club Meeting 8:00pm	8 VPA Day #1 9:00am - 12:00pm McCafferty
10	11 FORMAL UNIFORM Mass of the Holy Spirit 9:35am - Auditorium	12 Board Orientation 2:30pm - Library Board Meeting 4:30pm – Library Mothers' Club Meeting 6:30pm – Dining Hall	13 Academic Council 2:45pm – Board Room	14 Parent Back-to-School Night 6:00 – 8:00pm - Auditorium	15 Hello Day	16
17	18	19 BLOCK DAY	20 BLOCK DAY Boosters' Club Meeting 6:30pm – Library VPA Boosters @ All American Steakhouse	21 Club Fair 9:35am - Dining Hall Fathers' Club Meeting 6:30pm – Dining Hall	22 Fall Sports Pep Rally 1:50pm - Gym	23 Middle School Volleyball Play Day 9:00am – 1:00pm – Gym
24	25 Freshman Retreat 8:00am - 2:30pm	26 <i>Interim Grades Due by 3:00pm</i>	27 Senior Parent College Night 6:00-7:30pm - Auditorium	28 <i>Interim Grades Distributed</i>	29 Professional Day Early Dismissal for Students 12:00 noon	30 Alumnae Homecoming & Fall Fest 1:00 – 4:00pm Western Campus

October 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Alumnae Homecoming & Fall Fest Rain Date 1:00-4:00pm Western Campus	2	3	4 FORMAL UNIFORM Feast of St. Francis Mass and Alumnae Awards 9:35am - Auditorium	5 VPA Boosters' Club Meeting 8:00pm VPA Boosters @ Pizza John's	6 Professional Day SCHOOL CLOSED	7 Booster Club Atlantic City Bus Trip
8	9	10 Mothers' Club Meeting 6:30pm – Dining Hall	11 PSAT Testing (Gr. 9-11) Students Dismiss at 11:30am Professional Development 12:00pm Academic Council 2:45pm - Board Room	12 NEHI Meeting 6:00pm – Dining Hall	13 Homecoming Sock Hop 7:00 - 10:00pm Gym	14 Math Olympiad Marching Band in Westminster, MD
15 Mandatory 21 Club Ticket Sales Begin	16 Sophomore Retreat Alumnae Lunch 12:00 – 3:00pm Seacrets OC	17 BLOCK DAY	18 BLOCK DAY	19 President's Reception & Alumnae Luncheon 12:00pm – Off-Campus Fathers' Club Meeting 6:30pm – Dining Hall	20 School Picture Makeup Day	21 Open House 12:00 – 3:00pm
22	23	24	25 Flu Shots	26	27 SCHOOL CLOSED Employee Retreat First Fruit Farms	28 Alumnae Memorial Mass and Luncheon 2:00 – 3:30pm (Lunch) 4:00pm – Mass Dining Hall/Auditorium Marching Band in Anne Arundel County
29	30 SCHOOL CLOSED President's Holiday	31 <i>1st Quarter Ends Grades Due by 3:00pm</i>		<div> 10/1 to 10/31: Mothers' Club Fall Pick 3 10/16 to 11/3: NEHI Thanksgiving Drive 10/27 to 11/10: Tastefully Simple (online sales only) Shadow Days: Throughout Fall – 9/14 – 12/8 9/25 to 10/6: VPA Charleston Wrap Fundraiser </div>		8/9/2023 10:12 AM

November 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div> 10/16 to 11/3: NEHI Thanksgiving Drive 10/27 to 11/10: Tastefully Simple (online sales only) 11/20 to 12/11: NEHI Christmas Drive Shadow Days: Throughout Fall – 9/14 – 12/8 </div>			FORMAL UNIFORM 1 All Saints Day Liturgy 1:15pm – Auditorium Dia de Los Muertos Concert 6:30pm - Auditorium FACTS Financial Aid Online Applications Begin 2nd Quarter Begins	2 VPA Boosters' Club Meeting 8:00pm Senior Panoramic Photo 9:00am	3 Art Trip to Philadelphia 1st Quarter Report Cards Distributed	4 Performing Arts Workshop 9:00am – 3:00pm Auditorium/McCafferty Dance Studio
5	6 Powder Puff 3:30 - 5:00pm Herring Run	7 Winter Sports Tryouts Begin Board Meeting 4:30pm – Library VPA Boosters @ Ledo Pizza (White Marsh)	8 Academic Council 2:45pm - Board Room	9 NEHI Meeting 6:00pm – Dining Hall	10 Fathers' Club Fall Breakfast 7:00am – Dining Hall TCHS Gala 6:00 – 11:00pm Boumi Shrine Center Mandatory 21 Club Ticket Sales End	11
NATIONAL FRENCH WEEK – 11/6 to 11/10 – Bake Sale during lunches						
12 Concert Choir & Symphonic Band IHM – 4:00pm	13	14 BLOCK DAY Mothers' Club Meeting 6:30pm – Dining Hall	15 BLOCK DAY Boosters' Club Meeting 6:30pm - Library Junior Retreat Our Lady Queen of Peace	16 Fathers' Club Meeting 6:30pm – Dining Hall	17 Professional Day Early Dismissal for Students 12:00 Noon	18 VPA Day #2 9:00am – 12:00pm McCafferty/Dance Studio
19	20 Junior Ring Liturgy Rehearsal 8:35am – 9:35am Auditorium	21 Junior Ring Liturgy 12:30pm – 2:30pm Auditorium	22 SCHOOL CLOSED President's Holiday	23 Thanksgiving Day SCHOOL CLOSED Thanksgiving Holiday	24 SCHOOL CLOSED Thanksgiving Holiday Festival of Trees Off-campus	25 Festival of Trees Off-campus
26 Festival of Trees Off-campus	27 FORMAL UNIFORM Advent Prayer Service 9:35am - Auditorium	28 National Giving Tuesday	29	30 Fall Drama Preview For Middle School 9:30am - Auditorium		
TECH WEEK – 11/27 to 12/1 - 4:00-7:30pm - Auditorium						

8/9/2023 10:12 AM

December 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
11/20 to 12/11: NEHI Christmas Drive Shadow Days: Throughout Fall – 9/14 – 12/8					Endowment Breakfast 8:30 – 10:30am Dining Hall Fall Drama Preview TCHS 1:55pm - Auditorium Fall Drama 7:00pm – Auditorium	High School Placement Testing 8:00am – 12:00pm White Marsh Christmas Parade Fall Drama 7:00pm – Auditorium
	TECH WEEK – 11/27 to 12/1 - 4:00-7:30pm - Auditorium					
First Day of Advent 3	4	BLOCK DAY 5	BLOCK DAY 6	7	FORMAL UNIFORM 8	9
	Advent Wreath Lighting During Homeroom Interim Grades Due by 3:00pm		Interim Grades Distributed	Christmas Concert Preview 1:55pm - Auditorium VPA Boosters’ Club Meeting 8:00pm	Immaculate Conception Liturgy 1:15pm – Auditorium Christmas Concert/Dinner 6:30pm McCafferty/Auditorium	Fathers’ Club NYC Bus Trip Cool Kids Cruisin’ with Santa Parade & Party 10:00am-12:00pm - Towson
10	11	12	13	14	15	16
	Advent Wreath Lighting During Homeroom		Academic Council 2:45pm – Board Room Ugly Christmas Sweater Social 6:00 – 8:00pm Jerry D’s	NEHI Meeting 6:00pm – Dining Hall	Semester Exams Period A – 7:50-9:20am Period B – 9:30-11:00am Dismissal Following Exams Class of 2028 Applications & Financial Aid Due by 3:00pm	NEHI Holiday Event Western Campus
	SPRING MUSICAL AUDITIONS – 3:00-5:00pm –Auditorium					
17	18	19	20	21	22	23
	Semester Exams Period C – 7:50-9:20am Period D – 9:30-11:00am Dismissal Following Exams Advent Wreath Lighting During Homeroom	Semester Exams Period E – 7:50-9:20am Period F – 9:30-11:00am Dismissal Following Exams	Semester Exams Period G – 7:50-9:20am Period H – 9:30-11:00am Dismissal Following Exams	Make-up Exams Employee Christmas Luncheon No Bus Service	SCHOOL CLOSED Christmas Holiday	
Christmas Eve 24	Christmas Day 25	26	27	28	29	30
	SCHOOL CLOSED Christmas Holiday	SCHOOL CLOSED Christmas Holiday	SCHOOL CLOSED Christmas Holiday	SCHOOL CLOSED Christmas Holiday	SCHOOL CLOSED Christmas Holiday	
31						
						8/9/2023 10:12 AM

The Catholic

High School
of Baltimore

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<i>New Year's Day</i> 1 SCHOOL CLOSED	2 SCHOOL CLOSED	<i>Classes Resume</i> 3 <i>Midterm Service Hour Deadline</i>	4 VPA Boosters' Club Meeting 8:00pm	5	6
7	8	9 Board Meeting 4:30pm – Library Mothers' Club Meeting 6:30pm – Dining Hall	10 Academic Council 2:45pm – Board Room	11 NEHI Meeting 6:00pm – Dining Hall	12 Winter Sports Pep Rally 1:50pm - Gym	13 Admissions Interviews Day 1 9:00am - 1:00pm
14	<i>MLK, Jr. Day</i> 15 SCHOOL CLOSED	16 VPA Boosters @ Silver Spring Mining Co.	17 <i>2nd Quarter Ends</i>	18 Fathers' Club Meeting 6:30pm – Dining Hall <i>2nd Quarter Grades & Exam Grades Due by 3:00pm 3rd Quarter Begins</i>	19	20 Admissions Interviews Day 2 9:00am - 1:00pm
21	22	<i>BLOCK DAY</i> 23	<i>BLOCK DAY</i> 24 Forensic Interviews 3:30 – 5:30pm - Library	25 Junior Parent College Planning Night 6:30pm - Auditorium	26 Art Trip to BMA	27
		VPA Scholarship Auditions – 3:30 – 5:30pm – McCafferty/Dance Studio				
		<i>2nd Qtr. Report Cards Distributed</i>				
28	29	<i>Catholic Schools Week</i> 30 <i>Day of Giving</i>	<i>FORMAL UNIFORM</i> 31 Catholic Schools Week Liturgy 9:35am - Auditorium		1/8 to 3/8 – Fathers' Club Senior Banner Sales 1/22 to 2/9: Ronald McDonald Cubby Stuffers	
CATHOLIC SCHOOLS WEEK – 1/29 to 2/2						
8/9/2023 10:12 AM						

February 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div> 1/8 to 3/8: Fathers' Club Senior Banner Sales 1/22 to 2/9: Ronald McDonald Cubby Stuffers 2/5 to 2/9: French Honor Society Fat Tuesday Bake Sale 2/9 to 2/23: Fisher's Popcorn Sales 2/14 to 2/23: Operation Mato Grosso Food Drive </div>				1 VPA Boosters' Club Meeting 8:00pm Student Appreciation Day	2 Professional Day Early Dismissal for Students 12:00 Noon	3 VPA Day #3 9:00am-12:00pm McCafferty/Auditorium
				CATHOLIC SCHOOLS WEEK – 1/29 to 2/2		
4	5	6 BLOCK DAY Auditions for Honors Music Recital 3:00 to 5:00pm/Auditorium	7 BLOCK DAY	8	9	10
		French Honor Society Fat Tuesday BAKE SALE during lunches				
11	12	13 Shrove Tuesday Dance-a-Thon 11:30am – 2:30pm – Gym Mothers' Club Meeting 6:30pm – Dining Hall	14 FORMAL UNIFORM Ash Wednesday Mass 9:35am – Auditorium Academic Council 2:45pm - Board Room Admissions Letters Mailed to Class of 2028	15 Fathers' Club Meeting 6:30pm – Dining Hall Admissions Emails Sent to Class of 2028	16	17
18	19 Presidents' Day SCHOOL CLOSED	20 Spring Sports Tryouts Begin Interim Grades Due by 3:00pm	21	22	23	24
					23 Welcome Soiree 6:00 – 8:00pm Dining Hall/Gallery/Auditorium	
		BEAUTIFUL ME WEEK				
25	26	27	28	29		
						8/9/2023 10:12 AM

March 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div>1/8 to 3/8 – Fathers’ Club Senior Banner Sales 2/14 to 3/20: Operation Mato Grosso Food Drive NEHS Spring Book Drive (all month)</div>					1 Mothers’ Club Purse Bingo 7:00pm – Dining Hall Class of 2028 Acceptance Deadline	2 Mothers’ Club Purse Bingo Snow Date 7:00pm – Dining Hall
	3	4	5	6 Honor Societies Induction 9:35am - Auditorium NEHI Meeting 6:00pm – Dining Hall VPA Boosters’ Club Meeting 8:00pm	7 Professional Day	8
	Senior Retreat – Offsite					
10 Dinner & Wine Tasting 2:00 – 5:00pm Dining Hall	11 Community Service Fair 9:35am	12 Board Meeting 4:30pm - Library Mothers’ Club Meeting 6:30pm – Dining Hall	13 Academic Council 2:45pm – Board Room New Family Welcome 4:00 – 7:00pm Dining Hall/ Auditorium/Classrooms	14	15 Spring Sports Pep Rally Gym Sophomore Dance 7:00-10:00pm	16 Tech Week Day 1 9:00am – 3:00pm Auditorium
17	18	BLOCK DAY 19	BLOCK DAY 20 Spring Musical Preview For Middle School 9:00 – 11:30am - Auditorium	21 Spring Musical Preview -TCHS 1:55 – 2:35pm - Auditorium Fathers’ Club Meeting Hang Senior Banners 6:30pm – Dining Hall	22 FORMAL UNIFORM Grandparents’ Day & Prayer Service 10:00am – Dining Hall/Auditorium Early Dismissal – 12:00pm Spring Musical 7:00pm – Auditorium	23 Spring Musical 7:00pm - Auditorium
	TECH WEEK – 3/18 to 3/21 - 4:00-7:30pm - Auditorium			3 rd Qtr. Ends	3 rd Qtr. Grades Due by 3:00pm 4 th Quarter Begins	
Palm Sunday 24	25	26	27	Holy Thursday 28 SCHOOL CLOSED	Good Friday 29 SCHOOL CLOSED	Holy Saturday 30
Easter Sunday 31		3 rd Qtr. Report Cards Distributed				8/9/2023 10:12 AM

April 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Easter Monday 1 SCHOOL CLOSED	2 SCHOOL CLOSED	3 SCHOOL CLOSED	4 SCHOOL CLOSED	5 SCHOOL CLOSED	6
				Senior Art Trip to Chicago – 4/4 to 4/8		
7	Classes Resume 8	9 7 th Grade Visit Day 7:50am – 1:30pm Classrooms/Gallery Mothers' Club Meeting 6:30pm - Library	10 7 th Grade Visit Day 7:50am – 1:30pm Classrooms/Gallery Academic Council 2:45pm - Board Room	11 Employee Recognition Liturgy NEHI Meeting 6:00pm – Dining Hall VPA Boosters' Club Meeting 8:00pm	12	13 VPA Day #4 9:00am-12:00pm McCafferty/Auditorium
Senior Art Trip to Chicago – 4/4 to 4/8					VPA Adjudication Trip – Philadelphia – 4/12 to 4/14	
14	15	16 7 th Grade Visit Day 7:50am – 1:30pm Classrooms/Gallery	17 7 th Grade Visit Day 7:50am – 1:30pm Classrooms/Gallery	18 Fathers' Club Meeting 6:30pm – Dining Hall Distinctive Scholars Convocation 7:00pm	19 Field Day 7: 50am – 2:45pm Dance Performance 6:30pm - Auditorium	20
VPA Adjudication Trip	Dance Tech Week – 4/15 to 4/18					
21 Mothers' Club Mother/Daughter Brunch 11:00am – 2:00pm Boumi Shrine Center	22 Franciscan Stewardship Assembly 9:35am - Auditorium	23	24 Law & Leadership Capstone Celebration 6:30pm – 8:00pm Auditorium & Gallery	25 Theater Capstone 6:30pm - Auditorium Senior Interim Grades Distributed	26 Fathers' Club Breakfast 7:00am – Dining Hall Junior Prom 7-11:00pm/Boumi Shrine Ctr Juniors Dismiss at 11:05am Final Service Hour Deadline Underclass Interim Grades Due by 3pm	27
28	29 Miss Catholic High Assembly 1:30pm - Auditorium Final Service Hour Deadline	30		4/8 to 5/3: Sarah's House Crafts 4/1 to 4/30: Mothers' Club Spring Pick 3 4/15 to 4/19 – Spirit Week		8/9/2023 10:12 AM

May 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div>4/8 to 5/3: Sarah's House Crafts</div>			1 <i>Underclass Interim Grades Distributed</i>	2 VPA Boosters' Club Meeting 8:00pm	3 Spring Fling 7:00 – 11:00pm Columbus Gardens	4
5	6 AP Exam - US Government 8:00am May Crowning Rehearsal 1:00pm	7 May Crowning 9:35am - Auditorium Board Meeting 4:30pm - Library	8 AP Exam – English Lit & Composition 8:00am Academic Council 2:45pm - Board Room	9 NEHI Meeting 6:00pm – Dining Hall Fathers' Club Meeting 6:30pm – Dining Hall	10 AP Art Portfolio Submissions AP Exam – US History 8:00am Senior Awards Assembly 9:00am - Auditorium Senior Prom Sparrows Point CC 7:00 – 11:00pm Seniors Dismiss at 11:05am	11
12	13 AP Exam – Calculus AB & Calculus BC 8:00am	14 AP Exam – English Language & Composition 8:00am Senior Art Show	15 AP Exam – Music Theory 8:00am	16 AP Exam – Biology 8:00am VPA Awards 6:30-8:00pm/Dining Hall	17 Spring Concert Preview 1:45pm - Auditorium Spring Concert 6:30pm/Auditorium Senior Art Sale	18
19	20 Senior Exams Period A – 7:50 – 9:20am Period B – 9:30 – 11:00am	21 Senior Exams Period C – 7:50 – 9:20 am Period D – 9:30 – 11:00 am Fathers' Club Take Down Senior Banners Dining Hall	22 Senior Exams Period E – 7:50 – 9:20 am Period F – 9:30 – 11:00 am	23 Senior Exams Period G – 7:50 – 9:20am Period H – 9:30 – 11:00am Senior Picnic – 11:30am Senior Farewell – 1:30pm Sports Banquet 6:00–10:00pm – Columbus Gardens <i>4th Quarter Ends for Seniors</i>	24 Underclass Awards Assembly 9:35am - Auditorium Graduation Rehearsal 1:00 – 3:00pm Cathedral of Mary Our Queen	25
26	27 Memorial Day SCHOOL CLOSED	28 SCHOOL CLOSED Graduation Liturgy 11:00am – 1:00pm Cathedral of Mary Our Queen <i>Admission by Ticket Only</i>	29	30	31 Final Exams Period H – 7:50 - 9:20am Period G – 9:30 – 11:00am	8/9/2023 10:12 AM

June 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Final Exams Period F – 7:50 - 9:20am Period E – 9:30 – 11:00am Professional Development 12:00pm	4 Final Exams Period D – 7:50 p 9:20am Period C – 9:30 – 11:00am Class of 2028 Scholarship Recognition Reception 6:00 – 8:00pm Dining Hall/Auditorium	5 Final Exams Period B – 7:50 - 9:20am Period A – 9:30 – 11:00am Academic Council 12:00pm - Board Room	6 Make-up Exams 8:00am VPA Boosters' Club Meeting 8:00pm – <i>No Bus Service</i>	7 <i>Professional Day</i> Last Day for Teachers Employee Luncheon 12:00pm – Dining Hall <i>4th Quarter Ends</i> <i>Final Grades Due by 3:00pm</i>	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Cub Classic Golf Tournament Sparrows Point CC					
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Please read this handbook carefully. After reading the entire handbook, students and parents are asked to sign an agreement form and return it to the student's homeroom teacher. Signing the agreement recognizes that both the student and the parent realize the responsibility to follow the policies, procedures and regulations of *The Catholic High School of Baltimore*. An agreement form must be signed and on file to be enrolled.

Catholic High reserves the right to change, modify or amend the policies, procedures and regulations listed in this handbook. Catholic High, therefore reserves the right, at its discretion, unilaterally to amend the Handbook.

SCHEDULES

Regular Schedule	A Block	E Block	Professional Development (noon dismissal)	AM Liturgy/ Event	PM Liturgy/ Event	2 Hour Late Opening	Pep Rally/ Previews
Period A 7:50-8:35	Period A 7:50-9:15	Period E 7:50-9:15	Period A 7:50-8:30	Period A 7:50-8:25	Period A 7:50-8:30	Period A 9:50-10:25	Period A 7:50-8:35
Homeroom 8:35-8:50	Common Homeroom 9:15-9:40	Common Homeroom 9:15-9:40	Period B 8:30-9:00	Period B 8:25-9:00	Period B 8:30-9:05	Period B 10:25-10:55	Period B 8:35-9:15
Period B 8:50-9:35	Period B 9:40-11:05	Period F 9:40-11:05	Period C 9:00-9:30	Period C 9:00-9:35	Period C 9:05-9:40	Period C 10:55-11:25	Period C 9:15-9:55
Period C 9:35-10:20	Lunch 1 11:05-11:40	Lunch 1 11:05-11:40	Period D 9:30-10:00	Liturgy 9:35-10:45	Period D 9:40-10:15	Period D 11:25-11:55	Period D 9:55-10:35
Period D 10:20-11:05	Period C1 11:40-1:05	Period G1 11:40-1:05	Period E 10:00-10:30	Period D 10:45-11:20	Lunch 1 10:15-10:50	Lunch 1 11:55-12:30	Lunch 1 10:35-11:10
Lunch 1 11:05-11:35	Period C2 11:05-12:30	Period G2 11:05-12:30	Period F 10:30-11:00	Lunch 1 11:20-11:55	Period E1 10:50-11:30	Period E1 12:30-1:05	Period E1 11:10-11:55
Period E1 11:35-12:20	Lunch 2 12:30-1:05	Lunch 2 12:30-1:05	Period G 11:00-11:30	Period E1 11:55-12:35	Period E2 10:15-10:55	Period E2 11:55-12:30	Period E2 10:35-11:20
Period E2 11:05-11:50	Period D 1:05-2:35	Period H 1:05-2:35	Period H 11:30-12:00	Period E2 11:20-12:00	Lunch 2 10:55-11:30	Lunch 2 12:30-1:05	Lunch 2 11:20-11:55
Lunch 2 11:50-12:20				Lunch 2 12:00-12:35	Period F 11:30-12:05	Period F 1:05-1:35	Period F 11:55-12:35
Period F 12:20-1:05				Period F 12:35-1:15	Period G 12:05-12:40	Period G 1:35-2:05	Period G 12:35-1:15
Period G 1:05-1:50				Period G 1:15-1:55	Period H 12:40-1:15	Period H 2:05-2:35	Period H 1:15-1:55
Period H 1:50-2:35				Period H 1:55-2:35	Liturgy 1:15-2:35		Pep/Preview 1:55-2:35

2:35 pm Senior dismissal to the locker room	2:41 pm Sophomore dismissal to the locker room	2:45 pm Club Meetings/Tutoring
2:38 pm Junior dismissal to the locker room	2:44 pm Freshman dismissal to the locker room	3:30 pm Athletic practices begin

SCHOOL CLOSING

Announcements for school closings are sent through the school's mass notification system, posted on the school website and social media, and are broadcast over local TV stations. In case of inclement weather, such as snow or ice, *The Catholic High School of Baltimore* follows the directives of Baltimore City and/or Baltimore County.

Catholic High allows for 3 snow days. These days may or may not be consecutive. If schools are closed in excess of 3 days due to snow, classes will be held virtually. An abbreviated school day schedule for virtual days will be announced.

In addition, should local jurisdictions close schools due to weather events that are not snow related (extreme cold, rain, wind, flooding, etc.), these days will be virtual days of school.

Announcements regarding virtual days will also be sent via Catholic High's mass notification system.

DELAYED OPENING

Should Baltimore County or City announces delayed opening, Catholic High will follow a **2-hour delay**. The **only** delay in opening is a **2-hour delay**.

MASS NOTIFICATION SYSTEM

In the event of a school closing/delay or other important announcement, a message is sent to parents and students through telephone, e-mail and/or text messaging. **In order to receive these messages, phone numbers, e-mail addresses and mobile phone numbers must be entered into Plus Portals accounts by each student's parent/guardian.**

SCHOOL ORGANIZATION

SPONSORS

The Catholic High School of Baltimore, Inc. is sponsored by the Sisters

of St. Francis of Philadelphia. As such, the members of the Corporation include the Congregational Minister and elected Council along with two appointed Sisters. The members have clearly defined reserve powers over the institution. The Sisters of St. Francis of Philadelphia define sponsorship as follows:

As Sisters of St. Francis of Philadelphia, we place our congregational name, our identity and our commitment behind specific ministries. By this action, we assume responsibility for promoting and assuring consistency with Gospel values, our congregational mission statement and the social teachings of the Church.

As sponsors, we publicly identify with, exert appropriate influence in, and provide various levels of support to these ministries. In so doing, we fulfill our responsibility of stewardship for our heritage, mission and resources.

Sponsorship allows us, within the appropriate structure of the ministry, to collaborate with the laity and to share with them authority and responsibility for the mission of the Church.

As sponsors, we are both recipients and carriers of the Gospel vision and values, the tradition of Francis and Clare of Assisi, and the charism of Mother Francis Bachmann. We commit ourselves to preserve, shape and extend this legacy in the manner most appropriate to each sponsored ministry.

BOARD OF TRUSTEES

The Catholic High School of Baltimore, Inc. is governed by a Board of Trustees. Through its several committees, the Board oversees the operations of Catholic High including fiduciary responsibilities. In addition, the Trustees are responsible for preserving the Catholic, Franciscan identity of the corporation and school as established by the Sisters of St. Francis of Philadelphia. There are between 14 and 21 members of the Board of Trustees, including Sisters of St. Francis of Philadelphia.

ADMINISTRATION

A team of administrators oversees the day-to-day operations of the school. The President is head of school and chief executive officer. The Directors of Institutional Advancement, Finance, and Operations, along with the Principal, oversee various aspects of the school's operation. The Dean of Students assists the Principal.

ACADEMIC DEPARTMENTS

Each academic discipline area is coordinated by a Department Chairperson. It is the duty of the Chairperson to work closely with the Principal to oversee and carry out the curricular goals of the department, to assist in faculty supervision and evaluation, to oversee the department budgets, and to make textbook recommendations. The Chairperson is a member of the school's Academic Council.

SUPPORT SERVICES

The school offers students and their parents services that support the educational programs. Included are the Departments of Academic Advising, Guidance, Library, Technology, and Health Services.

SCHOOL POLICIES

NON-DISCRIMINATION

"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

*(1) Title VI of the federal Civil Rights Act of 1964; and
(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:*

- i. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;*
- ii. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or*
- iii. Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."*

The Catholic High School of Baltimore, is an all girls independent Catholic high school within the Archdiocese of Baltimore. *The Catholic High School of Baltimore, Inc.* does not discriminate on the basis of race, color, religion, or national origin in the administration of educational policies, admissions, scholarship programs, athletics, or other school programs. Catholic High does not discriminate on the basis of sex or age in its hiring practices, but reserves the right to restrict student admission to students whose birth gender and identity is female. Students and faculty with ADA conditions will be considered if their needs can be met within the regular school program and existing physical structure. Catholic High provides physical handicap accessibility for programs presented in its dining hall and/or auditorium. Should enrollment need to be restricted, preference is given to Catholic students, students enrolled in Catholic elementary schools, daughters of alumnae, and/or siblings of current students or alumnae who meet the admission criteria.

Commitment to Inclusivity

The Catholic High School of Baltimore strives to be an inclusive community for girls. We invite parents, students, and staff to foster and contribute to a diverse and welcoming school environment. Through the involvement of our Culture and Diversity Affinity Groups, we embrace the rich and vibrant cultures of the many ethnic groups that comprise our school community.

ACADEMIC

The Maryland State Department of Education requires a minimum of 21 credits for graduation from a Maryland secondary school. *The Catholic High School of Baltimore* requires satisfactory completion of at least seven credits each year of attendance. Students are required to take theology each year of attendance. All credit courses taken at Catholic High must be passed to meet graduation requirements.

Graduation Requirements

<u>Course</u>	<u>Total Credits</u>
Theology	4 credits
English	4 credits

Social Studies	3 credits
Mathematics	4 credits
Science	3 credits
World Language	2 credits
Health/Physical Education	1 credit
Fine & Creative Arts	1 credit
Technology	1 credit
Electives	5 credits
Community Service	30 hours annually

The administration of Catholic High retains the right to make minor adjustments in credit requirements for graduation in situations where a student's accomplishment in a particular area may warrant it. In all cases, the requirements of the Maryland State Department of Education for Non-Public Schools will be met. The decision of *The Catholic High School of Baltimore* in these matters will be final.

Grading (Report Cards)

The Catholic High School of Baltimore uses a letter grading system for all classes. The marking system is based on the following equivalencies:

97-100 A+	81-84 C+
93-96 A	77-80 C
89-92 B+	73-76 D+
85-88 B	70-72 D
	below 70 Failing

This grading determines the awarding of gold and silver honors and academic eligibility for extra-curricular participation.

Quality Point Index (QPI)

The Catholic High School of Baltimore offers courses at AP (Advanced Placement), H (McCafferty Honors), and CP (College Preparatory) levels. Grades received in these courses are computed with a weighted scale to give the student's Quality Point Index (QPI). This index ranges from 1.1-5.0 The QPI determines a student's class rank, eligibility for the National Honor Society, and honors recognition at graduation.

Quality points are totaled and divided by the number of credits attempted to determine the Quality Point Index (QPI).

	AP	H	CP
A+	5.0	4.5	4.0
A	4.7	4.2	3.7
B+	4.4	3.9	3.4
B	4.0	3.5	3.0
C+	3.7	3.2	2.7
C	3.4	2.9	2.4
D+	3.0	2.5	2.0
D	2.5	2.0	1.5
F	0.0	0.0	0.0

Grading Requirements

Report cards are distributed four times a year. Interim Reports are distributed at approximately the mid-point of the marking period. The exact dates are indicated in the school calendar. Semester grades are computed from the quarter grades and the exam grade, with the exam grade counting 20%. For a full-year course (one credit), the final grade is an average of the two semester grades. For a ½ credit course, the final grade is the grade received at the end of the semester. A student's transcript shows only the final grade received for a course.

Course Failures

Students with a final grade of F are required to make up the failing grade in a summer program approved by the Principal, and must attain a grade of D (70) or better. Students who do not make up failed grades in such a program may not return to Catholic High the following fall. Students failing more than three courses are not allowed to return to Catholic High.

Course Selection

Students are required to select seven credits of course work each year, according to published guidelines in the Catholic High Course Selection

Book. Students' course selections require parental approval. The school reserves the right to determine a student's eligibility for selected courses according to prerequisites, enrollment, and ability to schedule these selections. The school also reserves the right to determine a student's course selections as part of a course of study related to the student's ability level.

Course Levels

AP – Advanced Placement

H – Honors

CP – College Preparatory

Academic Standards

Academic subjects are offered at the College Preparatory, Honors, or AP level. Course placement for entering students is based on transcript of grades earned and performance on standardized testing. Course placement for current students is based on academic performance at TCHS. Students should meet the following criteria to maintain or advance course placements into the next school year, as follows:

Level to Level	Criteria/Grade in Current Year's Course
Honors to Honors or AP to AP*	B
Honors to AP	B+ and permission of department chair
CP to Honors	B+ and permission of department chair
CP to AP	Permission from the department chair and from an additional teacher in the content area.

*Additionally, students registering for Advanced Placement courses in the History or English Departments may be asked to submit a writing sample of acceptable quality in order to be approved for enrollment in the class.

Aside from the criteria for determination of course placement, individual courses may have their own specific prerequisites. Where applicable, prerequisites are listed on the following pages under the relevant course description.

Course Withdrawal

Change of Courses (Student Request)

After September 15, 2023, the only requests for schedule changes that will be approved are those based on the following circumstances:

1. Student health problems verified by a physician
2. An error in the scheduling process
3. Student's completion of course work in summer school
4. A senior needing specific credits for graduation
5. Level changes approved by the teacher and department chair, and/or administration

Change of Courses (Teacher Request)

Prior to the last Friday in September, a teacher can request course withdrawal for students unable to meet course requirements. This request is made to the Principal. Upon approval of such requests, the student is placed in another course in which she can succeed. A student may not be withdrawn from required courses, but may have a level change within this area if her schedule accommodates the change.

If a student's mental/physical well-being warrants the removal from a course, this must be substantiated in writing by a physician. The Principal and Guidance will place the student in an alternate course.

ACCIDENT INSURANCE

The school does not carry insurance to cover student accidents. Every student should be protected by some type of accident insurance. This must be provided by parents either through family health insurance or through reasonable and specially designed student accident insurance. Forms are given to the student at the beginning of the school year. For the protection of all involved, a student who is not covered by health or school insurance is not permitted to participate in any sporting activity. A written statement of insurance coverage is to be filed yearly in the school office.

VISITOR MANAGEMENT SYSTEM

Raptor is a system for visitors who will be moving throughout our building or signing out students. This added security keeps out unwanted visitors while tracking those who enter the building. This simple yet effective policy is **pro-active**. The administration is committed to maintaining a safe environment for our school community.

When a visitor enters our building:

1. The visitor reports to the reception desk.
2. The visitor's driver license or other state issued ID is scanned.
3. Web-based software instantly screens for registered sex offenders, domestic dispute offenders and other trespassers.
4. When a visitor is cleared, the software prints a badge featuring the name, photo, date, time and destination of the visitor. Only the name and photo are stored in the system--no address or license number is saved.
5. If a potential threat is identified, the system instantly alerts designated officials such as administration and law enforcement.

ADMISSIONS/ENROLLMENT

Female students who request admission to *The Catholic High School of Baltimore* are considered on the basis of their ability to gain from the programs of instruction in the school and to benefit from and contribute to the social, recreational, educational, and spiritual climate. Appropriate entrance test(s) and evaluation of current school records are prerequisites for admission.

Incoming students must submit all school, health, and testing records from previous school(s). All 504 psycho-educational testing must be disclosed including any current IEP documents. Health screening must be current and in alignment with Maryland State school healthy policies. Ordinarily, Catholic High does not accept students into grade 12.

Transfer students must meet all academic requirements for their current year of enrollment. It is helpful for the families of prospective students to discuss any special learning needs with appropriate school personnel (i.e., counselor, nurse, director of enrollment and administrator) prior to enrollment. In this way, parents can make an informed decision about the best program to meet their daughter's educational needs.

IMAGE PROMOTIONAL USAGE PERMISSION

The Catholic High School of Baltimore uses photographs, names, and audio/video recordings of employees, students, or guests for general publicity in publications, on its website, on social media, for public relations, promotions, and advertising, etc. Your presence at Catholic High, as well as at off-campus Catholic High-sponsored events, constitutes your consent to

capture and/or use your image or likeness without remuneration. Catholic High does not collect release forms from its students, employees, or guests for the use of images or videos taken on or off campus.

However, Catholic High understands that there may be employees, guests, students, and parents/guardians who do not wish to be photographed or have their image used for school-related marketing purposes. Those individuals may opt-out by completing a Photo Opt-Out Waiver and submitting it to the Main Office, ATTN: Coordinator of Marketing & Communications.

Unless a fully completed Photo Opt-Out Waiver is on file, your daughter's image and/or likeness may at any time be captured by still photography, videography, or other photographic or electronic means. *The Catholic High School of Baltimore* reserves the right to use any such image, photograph, video, or the like for school-related marketing purposes.

STUDENT SAFETY & PROTECTION

Anti-Violence

The Catholic High School of Baltimore expects each student to exhibit self-respect and respect for others in our building and on campus, and at any time she is representing Catholic High. Therefore, violence of any kind is not tolerated:

- » On campus or at any school activity, a student in possession of, or who uses a weapon is subject to expulsion from Catholic High. Weapons include, but are not limited to: firearm (loaded or unloaded, operable or inoperable), knife, taser, mace derivative, pepper spray device.
- » On campus or at any school activity, a student in possession of, or who uses a look-alike weapon is subject to expulsion from Catholic High. Look-alike weapons include, but are not limited to: look-alike gun or rifle, knife, razor.

In addition:

- » A student who verbally or physically threatens or assaults someone on school property, at a school activity on or off campus, or while in school uniform, is subject to expulsion.
- » Any behavior, including internet communications, which jeopardize the safety and well-being of any member of the school

community, violates Catholic High's anti-violence policy.

Commitment to Safety and Student Learning

The Catholic High School of Baltimore, rooted in the Franciscan values and traditions of Saints Francis and Clare of Assisi, is committed to providing a safe and welcoming environment where young women thrive, succeed, innovate, and generate new ideas. We invest in student learning, happiness, and safety by hiring the best staff, providing challenging academic courses of study, and maintaining a clean and protected school building. The Catholic High School of Baltimore is committed to protecting children by complying with all relevant laws and the school's own child protection policies, which include mandatory screening and background checks and safe environment training for all employees. The school has a zero-tolerance policy that prevents anyone accused of harming a child from working or volunteering on behalf of the school.

Bully Prevention, Intervention and Response

Bullying, harassment, or intimidation of any student on school property, at school-sponsored functions, or by the use of electronic technology is prohibited at *The Catholic High School of Baltimore*. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. School administrators ensure that all illegal behaviors are reported to the appropriate local authorities.

ATTENDANCE

Students are expected to attend school every day according to the school's published calendar. School attendance is mandated by State Law to keep accurate attendance records. Absences should only occur when a student is ill or has a serious emergency/family situation.

Attendance Procedure

If an absence is necessary the parent/guardian must call or email the main office and report the absence. Call 410-732-6200 ext. 1292 or email attendance@thecatholichighschool.org. In your message, please include:

- » The student's name/grade/date of absence
- » Reason for absence

Excused Absences

- » Death in the family
- » Student illness with a note from a doctor for three or more consecutive days
- » Student with note from parent for absence two days or less
- » Court summons
- » Pre-approved college visit (two for seniors; one for juniors)
- » Other emergencies or circumstances determined appropriate by the Dean of Students and/or Principal

Full Day Absence = being in school less than 3 hours (10:50 am or earlier)

Half Day Absence = being in school 3 - 3 ½ hours

Because consistent attendance at school is integral to the overall education of the student, excessive absence is a serious matter. ***The following policy will be followed even if the absences are excused.***

1. After the 5th absence
 - » The student attendance record is reviewed
 - » Parents are notified via telephone call or email
2. After the 10th absence
 - » Student attendance record is reviewed
 - » Parents notified by formal letter
3. After the 15th absence
 - » Student attendance record is reviewed
 - » Conference with Principal and/or Dean of Students
 - » An attendance plan is developed
4. After the 20th absence

- » Student attendance record is reviewed
- » Mandatory parent conference with the Principal and Dean of Students to review status at TCHS

Absence Due to Illness

The School Nurse keeps a record of illnesses and monitors patterns. If a student is out sick for three or more consecutive days, a doctor's note should be submitted to the main office.

Extended absences due to illness require a parent conference (phone or in person) with the nurse. The nurse must clear a student for return to school and/or activities based on parent conference and doctor notes.

Early Dismissal

Every effort should be made to schedule appointments outside of school hours. If it is necessary for a student to dismiss from school early then

- » Email or call the main office to request the early dismissal. The message should include the reason for dismissal, time, and who will pick up the student.
- » The student will be issued an early dismissal pass for the time indicated.
- » When the parent/guardian arrives at school, they are to report to the reception desk and then to the main office to sign out the student.
- » A doctor's note is needed the day the student returns to school to verify the early dismissal.

Nurse Dismissal

The school nurse may dismiss a student for illness. A parent will be notified and arrangements made for the student to be picked up. No student will be dismissed for illness without the approval of the nurse. Students may not contact their parents via email or phone to be picked up from school.

Lateness

1. The warning bell rings at 7:45 a.m. At this time students move to Period A.
2. At 7:50 the late bell rings. Students who are not in Period A when the

late bell rings are considered late to school.

3. If a student arrives at school after 7:50 a.m., she is to report to the main office for a late pass and to sign the late book. The late pass is needed to gain entrance to Period A.
4. After five latenesses a detention is issued and parents are notified.
5. After ten latenesses a detention is issued and a mandatory parent conference in person or by phone with the Dean of Students and/or the Principal takes place.
6. The drop-off line gets crowded around 7:40 a.m., so plan accordingly.
7. Please make every effort to schedule appointments outside of school hours. A note from the doctor is needed when the student arrives at school to verify a lateness.

Because being on time to school is integral to the overall education of the student, excessive lateness is a serious matter. ***The following policy will be followed for lateness to school.***

1. After the 5th lateness
 - » Parent notification by email or phone
 - » Student conference with Dean of Students
 - » School detention
2. After the 10th lateness
 - » Parent notification by email or phone
 - » Student conference with Dean of Students
 - » Double school detention
3. After 15th lateness
 - » Mandatory parent conference with Principal and/or Dean of Students
 - » Lateness plan of action put in place
 - » School detention
4. After the 20th lateness
 - » Parent Conference to discuss status at TCHS

Make-Up Work

It is a student's responsibility to contact her teachers upon her return to school from an absence. Make-up work is required for all assignments and tests missed during an absence. For absences shorter than five days, the student is required to follow the classroom policies of the teacher for each subject. For absences of **five days or longer**, the student is required to obtain assignments through the assistance of the Guidance Office. Direct contact with teachers is encouraged through e-mail or PlusPortals.

College Visits

Seniors should arrange college visits on early dismissal days or school holidays. The Catholic High College Counselor should be consulted prior to the visit being scheduled. Seniors are permitted two college visits per year, and juniors are permitted one college visit per year and are considered excused absences with no impact on attendance. A letter from the college registrar/admissions office is required to verify the visit. Upon return from the visit, the letter must be submitted to the College Counselor.

Academic Dishonesty

Academic dishonesty is a deliberate act to give or receive information in a fraudulent manner. **Students are required to write the Honor Code on their work.** The Honor Code is: "On my honor, this is my work and my work alone." *Signature of Student*

Academic dishonesty includes, but is not limited to:

- » Representing someone else's work as your own (plagiarism)
- » Allowing someone else the use of your work
- » Using cheat sheets or any other test aids that are not allowed
- » Employing others to do your work
- » Sharing information about a test with those who have not yet taken it
- » Fabrication: The falsification of research, information, or the citing of a source or sources in any academic exercise.
- » Misrepresentation: Providing a teacher with misleading information why an assignment is late, not handed in, and/or claiming it has been submitted.

Any type of academic dishonesty in testing or assigned work will result in an automatic failing grade. Both the student supplying information and the student receiving it are guilty.

EXTRACURRICULAR ACTIVITIES

The Catholic High School of Baltimore sponsors an extracurricular activities program that develops the student as a whole person and challenges the student to responsible leadership. All extracurricular activities are under the direction of the Dean of Students. Extracurricular activities such as athletics, organizations and clubs, school trips, performances, and dances are offered at Catholic High. **In order to be eligible to participate in extracurricular activities, students must be present in school for the entire day. Students must maintain academic eligibility in order to participate in activities. Students must also meet financial, community service, and other school-related obligations.**

STUDENT ATHLETICS

The Catholic High School of Baltimore participates in the Interscholastic Athletic Association of Maryland (IAAM) for its scholastic sports program. **Each athlete must attend the required Parent/Athlete meeting held in August to participate in any scholastic sport throughout the year.** All athletes submit a current physical, insurance waiver or verification, travel exception, emergency card, and acknowledgment of warning prior to sport participation. All students and parents/guardians must sign an Athlete Responsibility Acknowledgment Form in order for the student to be eligible to participate in athletics. Students, parents and coaches are held to the guidelines published annually by the Athletic Department and by IAAM regulations.

ATHLETIC TRAINER

The certified athletic trainer is responsible for the care and prevention of injuries for all athletic teams at *The Catholic High School of Baltimore*. The trainer works with physicians to make "return to play" decisions following all injuries.

ATHLETIC & EXTRACURRICULAR ACTIVITIES PARTICIPATION

Students must be passing all subjects with a grade of D or higher in order to participate in athletics and extracurricular activities. Students who receive any failing grades on their quarter report cards are declared ineligible until

such grades are brought up to a passing level at the following interim. Students become ineligible on the day that report cards are distributed. Eligibility to participate again in athletics or extracurricular activities takes effect on the day that interims are sent home, as long as the grades are passing. If the event or sport season ends prior to the report date, students do not get credit for the sport season and for the event participation.

MISSED WORK FOR ATHLETIC EVENTS

Students are responsible for making up all missed work due to early dismissal for athletics. This work should be made up by the next school day.

REFERRAL FOR OUTSIDE COUNSELING SERVICES

Occasionally, a Catholic High counselor or administrator may recommend that a student seek the services of a professional therapist. This referral is done in consultation with, and the approval of, the student's parents/guardian. The procuring of the services of a therapist is solely the responsibility of the student's parent(s) or guardian.

In a few limited instances, the school may wish to communicate with a student's therapist regarding issues that affect her ability to succeed and thrive in the school environment. In this case, the school asks for a waiver of confidentiality in order to allow this communication to take place. The purpose of such consultations is generally limited to exploring school based solutions to social, academic, and/or emotional problems the student is experiencing.

Students with Special Needs

1. Students with learning differences who require an Individualized Education Plan (IEP) work with the appropriate professionals at the local public school to obtain this document. This is generally done in consultation with the Guidance Office and educational staff of Catholic High. The Catholic High Guidance Department can provide information about the procedures involved in obtaining an IEP from the local public school system.
2. Students with existing IEPs or psycho-educational assessments may receive instructional accommodations prescribed in these

documents. The implementation of these accommodations, along with any additional academic supports needed by the student, is coordinated through the Guidance Office.

3. The granting of accommodations at Catholic High must be done in a manner consistent with the student meeting the general academic and behavioral expectations stated in this handbook.

FINANCIAL

Upon enrollment and annual registration at Catholic High, parents choose a tuition payment plan and sign a Tuition Payment Contract for payment of tuition and fees. This contract is unconditional and no portion of tuition and fees, paid or outstanding, are refunded or canceled in the event of absence, withdrawal, or dismissal/expulsion from the school after July 1.

TUITION PLANS

Plan 1: Annual Tuition and fees paid in full by June 1 receive a 3% discount. This does not apply when paying by credit card. Recipients of other discounts, aid, grants or scholarships are not eligible. Tuition is paid via the FACTS Management Company and accounts must be established with FACTS by April 15th each year. Annual payers do not pay a FACTS fee.

Plan 2: Semi-Annual Tuition and fees may also be paid in two equal installments due in June and December. Families who choose to pay their tuition and fees in more than one installment are required to establish a FACTS account by April 15. All FACTS account fees are the responsibility of the student family. Students will not be allowed to begin the school year until the first installment of tuition and fees is paid.

Plan 3: Monthly Tuition and fees may also be paid on a monthly basis starting in June and ending in April of the following year. Families who choose to pay their tuition and fees on a monthly basis are required to establish a FACTS account by April 15 and to enroll in the Tuition Refund Plan (TRP), a tuition payment insurance plan. All FACTS account fees and the TRP insurance premium (currently 2.1% of total tuition and fees) are the responsibility of the student family. Students are not allowed to begin the school year until the family's first two monthly tuition and fee installments are paid. Monthly payment plans are not extended beyond April of the following year. Students from families owing tuition and fees after April 20

are considered in arrears. **Students from families owing tuition and fees for the current school year after May 31 are subject to expulsion.**

GENERAL FINANCIAL POLICIES

- » It is the responsibility of student families to notify the school's Business Office of desired changes in the family's FACTS account at least two days prior to the due date of a payment. All changes to FACTS accounts must be requested in writing. E-mail is acceptable. All tuition and fee payments made by cash, check, or credit card in the school's Business Office are posted to the family's FACTS account after they are deposited in the school's bank account.
- » Families are charged \$40 for each check returned for insufficient funds.
- » If a student is withdrawn or dismissed during the school year, a TRP insurance claim will be filed* for the gross amount of tuition and fees and the student family will be held responsible for the amount of tuition and fees outstanding net of the TRP insurance claim proceeds.
- » All tuition and fee accounts must be current at all times. While a family's tuition and fee account is in arrears, the affected student is not eligible to participate in any extra-curricular activity including sports, dances, proms, clubs/organizations, and school trips.

**Families must have signed up for the TRP insurance. TRP is mandatory for 11 month payers and highly recommended for 1 and 2 time payers.*

Furthermore, *The Catholic High School of Baltimore* reserves the right to refuse to administer exams and/or provide any official school record, including report cards and diploma to parent(s), students, or other educational institutions until all tuition, fees, and other financial obligations to Catholic High are satisfied in full. Re-registration for the following academic year requires that tuition and fees are current.

Catholic High reserves the right to suspend a student for a period of up to five school days should the student's financial account fall more than 30 days past due. During the course of this suspension period, it is the responsibility of the parent(s) or guardian(s) to contact Catholic High and settle the debt. This suspension may occur over an exam period in either semester, including Final Exams. Exams are ordinarily required to receive credit for courses taken at Catholic High. The student is withdrawn if

financial obligations have not been met at the end of the five-day suspension period. Catholic High will consider requests for exceptions to this rule on an individual basis only for extraordinary circumstances.

FINANCIAL ASSISTANCE AND SCHOLARSHIPS

The Catholic High School of Baltimore offers financial assistance to qualifying students depending on an applicant's documented need and availability of funds in the school budget. Financial assistance is awarded yearly based on need and must be applied for each year. Financial Aid applications are processed by FACTS beginning on the first school day of November each year for the following academic year. Scholarships are awarded to incoming Freshmen based on academic achievement. Students who do not meet the criteria each year are given a written warning, placed on probation, and have one quarter to bring up their grades in order to remain eligible.

FINANCIAL ASSISTANCE

- » Assistance is available yearly to registered, qualified students.
- » A financial aid application, via FACTS online, is required annually beginning on November 1st.
- » Students' combined end-of-year average for all subjects must be at least an unweighted 2.0 grade point average to be eligible for aid.
- » Students must abide by all school policies including attendance, lateness, and those outlined in the Student Standards of Behavior in the Student & Parent Handbook.

ACADEMIC SCHOLARSHIPS

- » Scholarships are awarded to students entering grade 9.
- » Scholarships are automatically renewed yearly for qualifying students.
- » Students' end-of-year average for all subjects must be at least an unweighted 3.0 grade point average.
- » No grade below C may be received based upon students' end-of-year average for each subject and no failing grades.
- » Students must abide by all school policies including attendance, lateness, and those outlined in the Student & Parent Handbook.
- » Mother Generosa Scholarship recipients must maintain an

unweighted GPA of 3.5.

ADDITIONAL SCHOLARSHIPS

- » Scholarships are only awarded to students entering Grade 9.
- » Areas of awards are: Mission, Instrumental Music, Vocal Music, Art, and Forensics.
- » Scholarships are automatically renewed for qualifying students.
- » Students must participate fully in the awarded area of scholarship.
- » Students' end-of-year average for each subject must be at least a 2.0 unweighted grade point average, and no failing grades.
- » Students must abide by all school policies including attendance, lateness, and those outlined in the Student & Parent Handbook.

Once awarded, the assistance is divided equally over the number of months of the payment plan. Students who are withdrawn or dismissed from school during the school year forfeit the pro-rated balance of the financial assistance or scholarship originally awarded, and are obligated to pay the full total unpaid balance due.

Second Daughter Grant

Families with more than one daughter enrolled at Catholic High, receive a \$1,500 grant for each additional daughter's tuition.

Legacy Grant

Daughters and granddaughters of alumnae receive a grant of \$1,500.

FUNDRAISING POLICIES

All fundraising conducted at or through school must be submitted to the Director of Institutional Advancement for pre-approval. Ordinarily, fundraising to benefit an individual is not permitted. Fundraising at Catholic High is as follows:

- » Proceeds from fundraising that benefits the entire school may be used for expenses absorbed by the operating funds of the school. Proceeds from fundraising for specific groups or activities will be attributed to the organization. The school expects reimbursement for costs incurred by any event held on campus or for services of school personnel, such as custodial or security.

- » Clubs, School Organizations, and Parent Organizations that wish to conduct fundraising activities in the name of the school need to submit fundraising plans in the spring prior to the subsequent academic year. The plan is to include event or program explanation, business plan (expenses and anticipated profits), designated use of the monies raised, contact person(s), and expected time frame for execution of the fundraising activity. (Fundraising forms can be obtained in the Office of Institutional Advancement).
- » The school sponsors one major student fundraising activity in the fall. Every student is required to fully participate as stipulated by the Office of Institutional Advancement.

ATHLETIC ORGANIZATION/BOOSTER CLUB

Fundraising to directly benefit the athletic program is planned yearly under the direction of the Director of Institutional Advancement. All athletes are expected to participate. The school determines the use of these funds in accordance with the needs of the athletic department.

MOTHERS' AND FATHERS' CLUBS

Fundraising events are planned by the Mothers' and Fathers' Clubs under the direction of the Director of Institutional Advancement. Monies raised help support the sponsored programs of this organization and specific school projects. The school determines the use of these funds.

GENERAL POLICIES

NON-CUSTODIAL PARENTS

Catholic High abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. It is the responsibility of the custodial parent to provide Catholic High with an official copy of any court order restricting the rights of the non-custodial parent.

NON-TRADITIONAL STUDENTS

The Catholic High School of Baltimore will accept a student over 18 years of

age who has not completed the requirements for graduation from another high school. The non-traditional student will be admitted as a senior only.

PREGNANCY

Should a student become pregnant, she may remain in classes at Catholic High under the following conditions:

1. The student and her parent(s)/guardian(s) must meet promptly with the Principal.
2. The student must meet with the school nurse to secure the proper medical documentation to be filled out by her physician.
3. The student must have approval of her physician to remain in school and be in a pre-natal care program.
4. The student must continue to meet with the school nurse on a regular basis.
5. The student and her parent(s)/guardian(s) must meet with the Principal and her Guidance Counselor to plan the continuance of her academic program during her periods of absence from the school.
6. It is expected that the student should return to school upon clearance from her physician.
7. The student must meet all regular requirements for coursework.
8. The student may be restricted from participation in extracurricular activities and from representing the school at public functions during her time of pregnancy.
9. The student is expected to remain in the school uniform.
10. Baby showers and baby visits are not permitted at school.

PROMOTION/RETENTION

Students are promoted to the next grade upon receiving passing grades in all course work, completing service hour requirements, and submitting all assigned formal research papers. Ordinarily, all courses failed must be made up in an approved program within 90 days.

Ninth grade students who fail more than three courses at the end of the first year will be withdrawn from Catholic High.

RELIGIOUS/FAITH FORMATION

Catholic High takes seriously its mission to form students in the Catholic faith. Daily prayer experiences, the use of the school chapel, and formal

teaching of the Catholic faith are offered to all students. An expressed respect for the tenets of the Catholic faith is expected by students, faculty and parents. **Any conduct directly opposed to the tenets of Catholicism is cause for dismissal or expulsion.** To the extent that respect for other beliefs is concurrent with these policies and teachings, Catholic High welcomes faith diversity among its faculty and students.

REGISTRATION

Students must register yearly to attend Catholic High. The registration fee for students who register early, before Thursday, February 16, 2023, is \$250. Students registering after this date pay the full registration fee of \$300. A completed registration form, registration contract, and registration fee are required to complete registration. Enrollment in elective courses is determined by order of student registration. Registration of new students is completed after acceptance. Registration of freshmen is completed through the mail after acceptance is received.

RIGHT OF SEARCH

The school reserves the right to conduct a reasonable search of a student's person and her possessions, upon suspicion of a violation of school policies. Lockers, desks, and closets are considered school property and may be searched at any time.

SCHOOL ENTRY

Only authorized and identified persons are admitted into the school building. All visitors must register in the Main Office. No student is allowed to admit anyone into the building, including other students.

Parents are requested to use the Western Campus, parking lot loop, to drop off students for school in the morning and wait for students at dismissal. Only students with parking privileges may enter school through the back door.

Parents are asked to park on the school campus (rear of school) for scheduled parent meetings and events, utilizing the student parking area. The faculty has priority in its reserved parking area. At no time is parking permitted on the driveways leading to campus parking or on grassy areas.

STUDENT FEES

Examples of additional fees that may be charged include the following:

- » Transportation Services
- » Instructional Materials
- » AP Courses and Exams
- » On-line Courses
- » Dual Enrollment Courses
- » Special Workshops
- » Fieldtrips
- » Chromebook Repairs/Replacements
- » Proms and Dances

All student fees are non-refundable. Online and dual enrollment classes must be paid prior to class enrollment.

STUDENT PARKING PERMIT

A fee of \$50.00 is charged annually for available parking spaces. Disregard of safe driving procedures on school grounds, excessive school absence and/or lateness may result in loss of parking privileges. **All parking on campus is reserved.**

STUDENT RECORDS

The official school record of a student includes:

- » Academic transcripts
- » Academic testing
- » Health records
- » Emergency information

When a request for records is made, Catholic High abides by the Family Educational Rights and Privacy Act, and allows parents and students to view the official school record with a 24-hour notice and written request. A written record release form signed by the parent is required before any student records will be sent from the school. Students over 18 years of age may provide the necessary release for records to be sent. The school reserves the right to hold records if financial obligations have not been met.

SCHOOL RINGS

In order to receive an official Catholic High school ring, students must be enrolled in *The Catholic High School of Baltimore* and all financial obligations must be met. Students receive the official, traditional school

ring in their junior year at the Junior Ring Liturgy.

STUDENT SUPERVISION

The school is available to students from 7:00 am until 5:00 pm. The school makes limited provisions for before and after school supervision of students in the dining hall. Except for school-sponsored activities, students are to be picked up by 5:00 pm. Should a student not be picked up by 5:00 p.m., she **must** remain in the Dining Hall. The school accepts no liability for students who remain on school property after this time.

USE OF SCHOOL PROPERTY

The Catholic High School of Baltimore reserves the right to restrict access to the school building and grounds. Outside groups may request use of the building and grounds according to established facility rental guidelines. All requests must be submitted in writing to the Business Office.

STUDENT WITHDRAWAL

Parents/guardians wishing to withdraw their daughter from Catholic High **must make an appointment** with the Registrar to sign the necessary release papers and meet with the Head of School or Principal for an exit interview. Records are released when **all** financial obligations have been met. **Parents/guardians are responsible for all fees and tuition for the year enrolled.**

SUBSTANCE ABUSE

Students are subject to the laws of the State of Maryland pertaining to alcohol, drugs, and tobacco. Students possessing, using, dispensing, or under the influence of alcohol, illegal drugs, legal drugs, tobacco, or other intoxicants at school, in uniform, or at any school-sponsored activities are subject to disciplinary action.

Illegal Substances - Alcohol, Drugs, Smoking & Vaping

The illegal use of, possession, sale or solicitation of alcohol or other drugs, on or off school property including extra curricular activities or private functions in homes is prohibited. Students must obey the law at all times.

Students may not arrive at school or off campus functions under the

influence of alcohol or illegal drugs. Students and parents may be referred for outside counseling. Students who come forward with a drug/alcohol problem may be asked to participate in an after school program.

The Catholic High School of Baltimore building and campus is tobacco and vaping free. No smoking or vaping is allowed on school grounds during or after school or at any school related off campus event or while in school uniform in a public place.

Violations of this policy are subject to applicable law, including notification of authorities and other discipline measures such as suspension, probation and expulsion as determined by the administrators.

TECHNOLOGY ACCEPTABLE USE POLICY

The Catholic High School of Baltimore provides access to a full range of technological equipment, software, and programs to students and faculty for educational purposes. The faculty and staff believe strongly in the educational value of this technology and recognize its potential in support of our curriculum and student learning. Our goal in having students use Chromebooks in the classroom is to promote educational excellence by facilitating resource sharing, innovation, and communication. While Catholic High makes every effort to protect students and teachers from any misuses or abuses that could result from the use of technology, Catholic High is not responsible for offensive or objectionable material which might be accessed on the Internet. All users of the Catholic High network must comply with National and State telecommunications laws; any violation is strictly prohibited. This includes harassment, cyber-bullying, copyright infringement, and invasion of privacy. If a student damages the network or if Catholic High gets sued because of a student's illegal activity, the student and her parents are personally liable including reasonable attorney's fees.

Students are expected to exercise good judgment and responsible behavior when online, whether they are on school or personal devices. Catholic High students should never present themselves online in a way that brings dishonor to their school through inappropriate pictures, language, reference, or behavior. Catholic High is a Franciscan school whose Mission Statement makes reference to "...dignity and respect for the human person and all of creation." Our Mission Statement must be upheld at all times and in all places.

Students are expected to fully understand, and abide by, our

Technology Acceptable Use Policy and Chromebook agreement.

PHOTO AND VIDEO USAGE

- » Recording, photographing or sharing pictures without permission is an invasion of privacy. This includes any video and audio before, during, or after school on school property. Students must obtain permission to conduct any school recordings.
- » ***Students are prohibited from taking or possessing inappropriate/explicit photos or video.**

PERSONAL DEVICES

- » Cell phones must be turned off and be kept in a locker, backpack or book bag during the school day. We frequently use the wording, "Off and away" to refer to the school's cell phone policy. **A student may not carry a cell phone on her person.**
- » Using cellular hot-spots, VPNs, accessing blocked internet sites, connecting to outside networks, or connecting to the school's wireless network using a smartphone is prohibited.
- » Texting during the school day is prohibited.
- » **Any student who needs to use a phone during the school day for emergency purposes should report to the Main Office.**
- » Personal laptops or handheld tablets are not permitted. Exceptions must have prior approval by the Principal. Approved devices that need to connect to the school's wireless network must be registered by the Technology Department.
- » **Personal devices that have the ability to connect/pair with a wireless access point are strictly prohibited.**
- » Wired or wireless earbuds/headphones are NOT allowed in a student's possession on campus as it presents a safety concern, privacy issue, and a distraction from learning. Wired headphones/earbuds are permitted with authorization from faculty if needed for educational purposes.
- » **Wearable technology such as Apple Watches and similar devices that have the ability to connect to a mobile device or can transmit communication are not permitted in the classroom and should be stored away with any other personal mobile devices.**

- » Bluetooth devices are strictly prohibited.

INTERNET AND NETWORK

- » ***Accessing and/or transmitting materials that promote pornography, profanity, gender, racial, religious, and other biases, intimidation, or any other information counter to Catholic High philosophy and mission statement is strictly prohibited.**
- » Any malicious attempt to access a site blocked by the firewall is a violation of the Acceptable Use Policy.
- » Social media, accessed by any means, is strictly prohibited during the school day.
- » Each user is personally responsible for the use and contents of network shares.
- » ***Obtaining another person's password or access code is a form of theft; misrepresenting one's identity in electronic communications is a form of dishonesty.**
- » Students may not alter any passwords.
- » All users are expected to exercise responsible/ethical behavior and language when using the network.
- » Students have access to school network printers; usage of these printers is for school-related printing only.
- » ***Tampering with or destroying network infrastructure, software, or hardware is prohibited.**

SOFTWARE

- » ***Unauthorized copying or distribution of software violates copyright laws and software license agreements and is prohibited. Modifying, manipulating, or otherwise tampering with applications, files and data on the Catholic High network, or any attempt thereof is not permitted.**
- » ***Using school software for inappropriate activities is prohibited.**
- » ***File sharing software using peer-to-peer programs (such as Limewire, Frostwire, ooVoo, BitTorrent etc.) is prohibited on the Catholic High network.**

EMAIL COMMUNICATIONS

- » The Catholic High electronic mail system, data files, software on the network, and hardware are owned by Catholic High and are controlled by the Technology Department. Catholic High provides email as an educational tool to aid students and staff members in fulfilling duties and responsibilities.
- » Catholic High reserves the right to access, inspect and disclose the contents of any data on its system as deemed necessary without prior notice to or permission of the account's user.
- » Catholic High prohibits the installation and use of instant-messaging and texting applications (Kik, Snapchat, TextNow, etc.) on school equipment.
- » Emails or other messages used for illegal purposes or the transmission of inappropriate material are prohibited and will be reported as necessary to the appropriate authorities.*
- » Students may not send all school or all class group emails using the school email system for the purpose of selling/purchasing personal items.
- » Students may not use school email for personal non-academic conversations.
- » Students may not send and/or receive messages through personal email accounts using school equipment.
- » Supervision of email received by students, but not originating from the school network, is the responsibility of the parent or guardian.
- » **Students must use the approved school signature in all email communication sent via their Catholic High email account.**

CHROMEBOOK

- » Each student is equipped with a Chromebook. Students are required to sign a device agreement.

DEVICE AGREEMENT TERMS

The Catholic High School of Baltimore assigns each student a Chromebook and a Google account. The school grants permission to the student to have full use of the device described in this agreement. The student is responsible at all times for the care and appropriate use of the device. **The**

device remains the property of *The Catholic High School of Baltimore* and cannot be transferred to any other person without consent of the school. The device will be used by the student throughout their years at Catholic High. If the student withdraws or is asked to leave the school, the device is to be immediately returned to the school; failure to do so may result in legal action.

The school reserves the right to request return of the device at any time for updates and reconfiguration or for lack of compliance with this agreement. The device will be returned each summer for updates. **Failure to return the device (including the original case and the original power cord) by the announced date for summer maintenance and updates will result in financial responsibility for the equipment.**

Note: * denotes an automatic Category IV infraction

DAMAGE AND REPAIR TERMS

Once the device, power cord, and case are assigned to the student, the parents or guardians assume responsibility for them, excluding manufacturer defects determined by the Technology Department. Any accidental damage or theft must be reported immediately to the Technology Department. **The device cannot be repaired or replaced by a third-party repair facility other than *The Catholic High School of Baltimore's* contracted insurance company.** If the assigned device is lost, stolen, or damaged through negligence, vandalism, or failure to follow the **Care of Equipment Agreement** guidelines, then the parents or guardians are responsible for the cost of repair or replacement. **Lost or stolen devices will require a full police report within 30 days of the incident in order for the claim to be processed, or the student will be responsible for the full replacement cost. Chromebook device repair vary per incident. Power cord replacement cost: \$70.** Students or parents cannot purchase replacement parts that were originally distributed with the device (i.e. charger, USB cable, and case).

LOANER DEVICE TERMS

Loaner devices will be issued to students on a first come, first served basis and only to students whose device has manufacturer defects or accidental damages. Students may continue to use the loaner device until their

original device is reissued. Loaner devices will not be issued to students who forget to bring their device to school. Any damage to a loaner, while in the student's possession, will result in paying the repair fee.

RIGHT OF INSPECTION TERMS

I understand the student and the parent shall make the equipment available to the school's Technology Department for purposes of maintenance and repair.

Administration, faculty, and staff have the right to remove the device from the student's possession for inspection and/or for violation of the Acceptable Use Policy.

PROPER USAGE AND CARE OF EQUIPMENT TERMS

School issued passwords may not be changed, including:

- » Students may not change their device passcodes
- » Students may not change their Microsoft account email address or password
- » Students may not change their Google account login ID or password
- » Students may not use a personal Google account on school-issued devices (i.e. to purchase applications)
- » Students may not link or connect personal Google accounts or data to school-issued devices

The equipment should only be used in a careful and proper manner, including the following:

- » School-issued cases should always remain on the device
- » Students may not deface the Chromebook in any manner; this includes writing or the application of stickers
- » Do not write on or color the Chromebooks keyboard keys
- » Student Chromebooks should not be carried in a student's backpack; the device should only be carried in a school-issued bag
- » Do not expose the device to extreme heat or cold for extended periods of time
- » Keep the device away from food and drinks
- » Student Chromebooks should not be out during lunch periods where food is being consumed

- » Clean only with a dry soft cloth or with cleaning products supplied by the school

PENALTIES FOR MISUSE OF TECHNOLOGY

- » Suspension of technology privileges
- » Disciplinary action, including the possibility of a \$500 fine
- » Other consequence determined by the Administration
- » Legal action as necessary

SOCIAL MEDIA POLICY

The Catholic High School of Baltimore insists on a civil and respectful dialogue on our website, www.thecatholichighschool.org, and social media platforms.

The Catholic High School of Baltimore, as an educational institution inspired by Gospel values and by the spirit and tradition of Saints Francis and Clare of Assisi, is dedicated to the education of young women in an environment that fosters Christian attitudes of dignity and respect for others, as well as to the free exchange of ideas and opinions. The school's digital platforms aim to extend that exchange beyond the walls of the classroom, to a space online where all perspectives are welcome. It is our hope that all visitors contribute their views in a respectful way and that no one person or group dominates the conversation.

In order to maintain an open but still welcoming forum for debate, we ask that visitors regulate themselves by the rules below. Should the school determine that a comment violates these rules, the comment will be deleted and the individual may be prevented from commenting in the future. Comments will not be removed simply because they express opinions in disagreement with *The Catholic High School of Baltimore*.

Comments that may be deleted include those that contain:

- » Vulgar language
- » Personal attacks/inflammatory remarks against a person or group
- » Content/comments that are off topic
- » Spam
- » Links to sites that contain offensive material or attack a person
- » Promotion of services, products, fundraising, or political

- » organizations or agendas
- » Information that is factually incorrect

Comments left by others on this page do not necessarily reflect the views of The Catholic High School of Baltimore or the Sisters of St. Francis of Philadelphia.

TRANSPORTATION TO SCHOOL EVENTS

Unless transportation is provided by the school, each student is responsible for her own transportation to school events. The school assumes no responsibility for students and parents who arrange carpooling. The provision for transportation is noted on field trip permission forms. Parents are asked to sign permission slips for student transportation in the school vans or buses on a yearly basis at the beginning of the school year.

UNIFORMS

The Catholic High School of Baltimore uniform is a symbol of the school and should be worn with pride. The school uniform is a reflection of our academic setting and promotes the appropriate appearance of students. Therefore, students are to be in proper uniform at all times. Upon entering the building, students should report directly to the locker room and remove any jackets, sweatpants, or any other articles of clothing that are not part of the school uniform. These items must be stored in lockers and may not be carried throughout the school day. **Students are to remain in complete and correct uniform while in the building both before and after school.** If there is a legitimate reason for the student to be out of uniform, she must bring a parental note to the main office before school in order to obtain permission and a pass. **Students may not alter the uniform in any way.** Uniforms must be purchased from Flynn & O'Hara Uniform Company.

Daily Uniform:

Campbell Plaid (navy, green, gold, white)
 Wrap-around Kilt
 Student nametag
 White Short Sleeve Polo with logo
 or
 White Button-down Collar blouse with logo

Green V-neck Pullover Sweater or vest
(Sweater is not required on days when there is no formal assembly.)

Optional uniform items:

Grey polywool pants (purchased from Flynn and O'Hara) may not be worn on formal uniform days.

Shoes, Knee-Highs and Tights

Tan suede buck with dark green knee-highs or dark green tights

Formal Uniform for freshmen and sophomores:

Campbell Plaid Wrap-around Kilt Student nametag

White Button-down Collar blouse with logo Green V-neck Pullover Sweater or vest

Green knee-highs or dark green tights

Tan suede buck

Formal Uniform for juniors and seniors:

Campbell Plaid Wrap-around Kilt Student nametag

White Button-down Collar Blouse with logo

Green Wool Blazer with embroidered emblem or white NHS official sweater

Green knee-highs or dark green tights

Tan suede buck

In addition to above uniform requirements, ALL students must observe the following:

- » Kilts are to be no more than 2 inches above the knee and are not to be rolled up.
- » Uniforms must be washed and ironed.
- » Nametags for students in grades 9 through 11 are worn at all times above the school logo on the polo shirt, above the blouse pocket, or above the logo on the sweater. When blazers are worn, juniors wear their nametags on the left lapel. Seniors wear nametags on their bow on their kilts. If a senior chooses not to wear her nametag, then it is worn in the same location as students in grades 9 through 11. There is a replacement fee for additional nametags.

- » Senior Bows: seniors wear the senior bow on their kilt. Pins on the bow must be school related and reflect the values of Catholic High.
- » Students may wear light non-distracting makeup. No makeup/face decorations may be worn.
- » Nails should be no more than one inch in length. Nails longer than one inch are only permitted the week before sophomore dance or a prom and must be removed at least one week following the dance and/or prom.
- » Facial piercings (nose, eyebrows, lips, or any other part other than the ear) are not permitted. Students may wear a retainer over a nose piercing if it matches the skin tone and/or is invisible.
- » Ear Piercings: earrings may not be longer than 1 inch and larger than a quarter. Earrings connected via a chain on the same ear are not permitted. Ear cartilage may be pierced, but the piercings must be non-distracting.
- » Jewelry must be non distracting and in good taste. Large keychains, chokers, or chains as necklaces may not be worn.
- » Necklaces must be moderate in size and school appropriate. Crystals or other charms may not be worn.
- » Hair may not be highlighted with any unnatural color.
- » Unnatural colors or hair accessories may not be braided into hair.
- » Hair may not be shaved.
- » Plain green, yellow, white, gray, brown, black, or "school kilt" headbands may be worn.
- » Headbands no wider than 1 ½ inches without attachments are permitted.
- » Large bows, flowers, or other accessories are not permitted.
- » Head scarves/wraps may be worn **only on the day of a prom or dance** to prepare the hair for styling. It must be a solid non-distracting color such as black, brown, or gray.
- » Tattoos may not be visible.
- » Undergarments worn with a uniform blouse or polo must be white or beige. No t-shirts, short or long sleeved, may be worn under the uniform shirts. Shirts must be tucked in.
- » Shorts may not be seen under the kilt.
- » Sunglasses may not be worn in the building (on the face or head).

All decisions regarding the acceptability of the general appearance of a student rest with the administration/faculty.

ACADEMIC PROGRAM

PROGRAM OF STUDIES

The Catholic High School of Baltimore publishes its program of studies in a Course Selection Book. This book contains registration information, tuition and fee charges, and a description of the academic program to be offered. Students must meet course prerequisites to be enrolled in selected courses and follow course selection guidelines as published. **The school reserves the right to amend course offerings according to the needs of students, current student enrollment, and scheduling restrictions.** The Course Selection Booklet is found on the school website.

GPA

A student's Grade Point Average (GPA) is obtained by totaling a numeric equivalent of letter grades and dividing the sum by the number of credits attempted. Where a GPA is provided, Catholic High uses a 4-point scale:

A,A+	= 4
B+	= 3.5
B	= 3.0
C+	= 2.5
C	= 2
D+	= 1.5
D	= 1
F	= 0

HONORS

Distinguished Honors at Graduation is based on the following: a cumulative QPI of at least 4.0 through the third quarter of senior year. Honors at Graduation is based on the following: a cumulative QPI of 3.75 through the third quarter of senior year.

QUARTER SCHOLASTIC ACHIEVEMENT RECOGNITION

Gold and Silver Recognition certificates are given to students on a quarterly basis at a school-wide assembly. Parents/guardians are welcome to attend these assemblies, which are listed on the school calendar.

Gold Recognition

3.75 grade point average
No grade below B+

Silver Recognition

3.5 grade point average
No grade below B

STANDARDIZED TESTING

Catholic High uses the following standardized testing program.

Entrance Placement Test:	HSPT
Grade 9:	PSAT
Grade 10:	PSAT & Pre-ACT
Grade 11:	PSAT
Grades 11&12:	SAT

EXAMS

Semester exams are scheduled for students in each subject. The exams count for 20% of the student's yearly grade. **Seniors** who have A's on each of their first three quarter grades **may** be exempted from the final exam at the discretion of their teachers. Exams will not be given in advance of the published dates. Exams missed due to unsubstantiated absence will not be rescheduled and will receive a grade of zero. Only under extraordinary circumstances, will the Principal excuse a student from her exam obligations.

TEXTBOOKS

A list of required texts for each course offered is published in the summer for the following academic year. Students must have the required texts by the first full day of classes. The eCampus Virtual Bookstore offers new and used textbooks for students at Catholic High. Visit www.thecatholichighschool.ecampus.com for more information.

BACCALAUREATE AND GRADUATION

Students must meet academic and community service requirements to be eligible for graduation. Financial obligations must be met by April

12. Attendance at rehearsal for Baccalaureate and Graduation is required for participation in the ceremony. Diplomas are printed with the student's full legal name. Seniors failing one or two courses for the year will not receive a diploma or participate in graduation. Failures for such students must be made up in a program approved by the Principal within 90 days of the end of the school year in order for a Catholic High diploma to be granted. No student may earn a Catholic High diploma without making up failed courses within that time period. Seniors who fail more than two subjects will not be able to earn a diploma from Catholic High. (Exceptions to these policies may be made under certain conditions at the discretion of the President.)

VALEDICTORIAN/SALUTATORIAN

The valedictorian/salutarian are selected from the 1st and 2nd ranking seniors calculated from grades received over a minimum of two years during her tenure at *The Catholic High School of Baltimore*.

RELIGIOUS PRACTICE

The Catholic High School of Baltimore is a Catholic school for girls that is open to students of all faith traditions and students who do not practice any faith. It is expected that all students will respect the expressions of the Catholic faith by students and other members of the school community, including during Masses, prayer services and other such spiritual activities. All students must attend all mandatory school activities, including such expressions of Catholic faith, though they are not required to actively participate if they do not wish to do so.

All students are enrolled each year in a theology course, participate in a yearly retreat, and attend prayer services and liturgies. Christian community service is a yearly commitment and a prerequisite for graduation. Through action and reflection, community service provides opportunities to build discipleship within the Catholic High community and in the world. In the words of St. Francis, "Preach the Gospel at all times and when necessary use words."

In addition, the school reserves the right to edit or restrict the use of any media to ensure compliance with the teachings of the Roman Catholic

Church and the mission and Franciscan identity of the school.

CHRISTIAN COMMUNITY SERVICE

As a requirement for graduation and advancement to the next grade level, every Catholic High student must complete 30 hours of community service annually. Deadlines can be found on the academic calendar and school website, Student Life > Community Service.

If service hours are not submitted by the published deadline, the following disciplinary action will occur.

- » School detention given by the Campus Minister
- » Parent notification given by the Campus Minister
- » Service contract given by Campus Minister
- » Extracurricular activities, including sports, dances, and clubs, suspended until service obligation is met as stated in the contract.

Students may only serve at approved sites provided by the Campus Minister. Hours are recorded on the MobileServ app and validated by the Campus Minister. Service awards are presented to students who go above and beyond the stated requirement. All students are encouraged to exceed the minimum requirement.

RETREAT

Catholic High provides the opportunity for an annual retreat for students. With the exception of the freshmen retreat, the retreats are scheduled during the school week off campus. The freshmen retreat is held the week before school starts at Catholic High. All students are required to attend school retreats. Excused absences include sickness and family emergency. Unexcused absences will result in assuming the retreat costs and completion of a pastoral experience outside of school time.

LITURGY

Students participate in formal religious experiences to commemorate religious feasts and seasons. Whenever possible, this is a Eucharistic celebration (Liturgy). Students plan, participate, and take appropriate leadership roles in these services, which are required for all students and

faculty. Families and friends are invited to liturgies as published in the calendar.

STUDENT STANDARDS OF BEHAVIOR

The Catholic High School of Baltimore assists its students in becoming more self-disciplined through the development of personal responsibilities and adherence to Christian values, morals, and standards of behavior. The following behaviors are considered standard.

1. Respect for self, others, and property shown by
 - » Speaking to others in a respectful manner and tone
 - » Avoidance of gossip or any harassing or bullying behavior
 - » Showing courtesy to adults, classmates, and visitors
 - » Honoring another's right to privacy
 - » Being modest in action, dress, and demeanor
 - » Using furniture, equipment, and material goods properly
 - » Not vandalizing school property, including graffiti
 - » Avoidance of the use of inappropriate or foul language or gestures
2. *The Catholic High School of Baltimore* is committed to ensuring an atmosphere of learning that is reflective of the school's Catholic identity and commitment to promoting mutual respect, academic rigor and appropriate behavior. Thus, students are to refrain from inappropriate expressions of friendship and intimacy, including public displays of affection, while on campus or during school-related events or activities. Students requiring specific clarification of what constitutes inappropriate forms of PDA should contact the Dean of Students.
 - » Students in violation of the school's policy on PDA will be disciplined on a case-by-case basis, with an emphasis on educating the student on the policy and reasons for its enforcement. Students who repeatedly violate this policy may be subject to more severe disciplinary action, as outlined in the Student Standards of Behavior.
 - » The policy is not designed to discourage appropriate expressions of friendship, respect, or affection, which are healthy and reflective of the closeness members of the Catholic High community experience.

3. Honesty and personal integrity, especially in fulfilling academic requirements, as shown by
 - » Compliance with the school's Honor Code
 - » Recognition of what constitutes cheating and the avoidance of this behavior with self and others
 - » Taking personal responsibility for knowing and fulfilling the academic requirements for each course.
4. Good sportsmanship at Catholic High events as a participant or spectator
5. Acceptance of personal responsibility for one's behavior, as shown by:
 - » Being truthful about one's behavior when being held accountable by an adult.
 - » Assisting classmates to be responsible for their own actions by speaking truthfully.
6. Upholding the reputation of Catholic High, its students and its employees.
7. Acceptance of the personal rules governing student behavior as found in the student handbook.

In order to teach a sense of responsibility and accountability, Catholic High uses a system of consequences proportional to the seriousness of the students' misbehaviors. Consequences include, but are not limited to, teacher and school detentions, out of school suspensions, and probation. Efforts to redirect student behavior may include parent conferences and regular counseling sessions with appropriate staff. These measures are aimed at enhancing the learning environment of the school by assisting students to meet acceptable standards of behavior. For those who cannot meet these standards, dismissal from school is the final consequence.

The teacher manages discipline matters in the classroom and determines appropriate consequences. Teachers will follow these guidelines:

- » Issue a warning
- » Hold a conference with the student
- » Issue a detention
- » Notify parents/guardians
- » Refer students to the Dean of Students for repeated offenses after appropriate teacher interventions have taken place.

- Teacher notification to Dean of Students
- Other consequences determined by administration

CATEGORY 1 INFRACTION

- Any conduct which disturbs the learning environment
- Eating, drinking or carrying food or drinks into the classroom without administrative approval
- Repeated failure to keep the classroom neat and orderly
- Failure to keep locker neat and orderly
- Using a non school issued lock on a locker
- Gum chewing
- Disrespect to others
- Reporting to class late, leaving class early, and/or missing class without teacher or administrative approval
- Falling asleep in class
- Out of uniform or improper appearance
 - wearing/carrying jackets/sweatshirts/sweatpants during the school day
 - shirts untucked
 - skirt length
 - school shoes not worn properly
- First Offense: Out of uniform for formal assembly
- Leaving class without permission of the teacher
- Being somewhere in the building without permission or supervision
- First Offense: Showing disrespect during an assembly or religious service
 - excessive talking
 - not sitting with homeroom or class
 - sleeping
 - sitting inappropriately
- Use or display of a cell phone or Bluetooth device during the school day.

Consequences may include one or more of the following:

- Teacher conference with student and parent notification
- Teacher detention and parent notification

CATEGORY 2 INFRACTION

- Repeated Offense: Out of uniform for formal assembly
- Repeated Offense: Disregard for the uniform policy; including not fixing a uniform issue after a designated amount of time.
- Repeated Offense: Eating, drinking, or carrying food or drink in class or hallway without teacher or administrative approval
- Failure to report to a teacher detention
- Repeatedly showing disrespect during an assembly or religious service.
 - excessive talking
 - not sitting with homeroom or class
 - sleeping
 - sitting inappropriately
- Using foul or abusive language
- Insubordination: refusal to obey/defiance of authority
- Repeated Offense: use or display of a cell phone or Bluetooth device during the school day
- Using cell phones or email to bypass the nurse and contact parents during the school day after a verbal warning
- First Offense: violation of school's acceptable use policy and/or device agreement
- Inappropriate expression of friendship and intimacy (any inappropriate public display of affection).
- Tampering with school locker or lock
- Repeatedly leaving the locker unlocked

Consequences may include one or more of the following:

- School Detention
- Parent/Guardian notification
- Other consequences determined by administration

CATEGORY 3 INFRACTION

- Any accumulation of more than two Category II infractions in one month

- b. Any display of disrespect to teachers, staff, or administration.
- c. Academic dishonesty: cheating, plagiarism, forging the signature of a parent/teacher
- d. Repeated insubordination
- e. Failure to report to a school detention
- f. Repeated Offense: use or display of a cell phone or bluetooth device during the school day.
- g. Class truancy
- h. Harassment
- i. Trespassing
- j. Leaving school grounds during the day without permission.
- k. Leaving school grounds after school and returning without prior approval from administration or staff
- l. Public conduct detrimental to the good name of the school especially while in uniform
- m. Repeated violation of the school's acceptable use policy

Consequences may include one or more of the following:

- Mandatory parent/guardian conference
- Suspension
- Probation
- Expulsion

CATEGORY 4 INFRACTION

- a. Chronic disruption of school activities/events
- b. Failure to adhere to the terms of a probation agreement
- c. Truancy from school
- d. Destruction or vandalism of school or personal property of students, staff, or faculty
- e. Theft or knowingly possessing stolen property
- f. Behavior that creates a substantial danger to persons or property
- g. Violation of the school's anti-violence policy
- h. Repeated violation of the school's acceptable use policy
- i. Violation of the following items noted in the acceptable use policy and on the device agreement
 - Taking or possessing inappropriate/explicit photos or videos
 - Accessing or transmitting materials that promote pornography,

profanity, gender, racial, religious, and other biases, intimidation, or any other information counter to Catholic High philosophy and mission statement is strictly prohibited

- Obtaining another person's password or access code
- Misrepresenting one's identity in electronic communications
- Tampering with or destroying network infrastructure, software, or hardware
- Unauthorized copying or distribution of software
- Modifying, manipulating, or otherwise tampering with applications, files, and data on the Catholic High network, or any attempt thereof
- Using school software for inappropriate activities
- File sharing software using peer-to-peer programs (Limewire, Frostwire, ooVoo, BitTorrent, etc.)

- j. Violation of the school's substance abuse policy
- k. Violation of the school's anti-bullying policy
- l. Any behavior that is perceived as morally offensive or contrary to the mission of the school including internet behavior that attacks the reputation of the school or any member of the school community.

Consequences may include one or more of the following:

- Mandatory parent/guardian conference
- Suspension
- Probation
- Expulsion

Absence Consequences (As stated under the Attendance Policy)

- 1. After the 5th absence
 - » The student attendance record is reviewed
 - » Parents are notified via telephone call or email
- 2. After the 10th absence
 - » Student attendance record is reviewed
 - » Parents notified by formal letter

completed.

3. After the 15th absence

- » Student attendance record is reviewed
- » Conference with Principal and/or Dean of Students
- » An attendance plan is developed

4. After the 20th absence

- » Student attendance record is reviewed.
- » Mandatory parent conference with the Principal and Dean of Students to review status at TCHS

Lateness Consequences (As stated under the Lateness Policy)

1. After the 5th lateness

- » Parent notification by email or phone
- » Student conference with Dean of Students
- » School detention

2. After the 10th lateness

- » Parent notification by email or phone
- » Student conference with Dean of Students
- » Double school detention

3. After 15th lateness

- » Mandatory parent conference with Principal and/or Dean of Students
- » Lateness plan of action put in place
- » School detention

4. After the 20th lateness

- » Parent Conference to discuss status at TCHS

Consequences for Service Hours Not Submitted on Time (As stated under Community Service)

- » School detention issued by the Campus Minister
- » Contract for completion of hours/letter home
- » Participation in extracurricular activities such as clubs, sports, organizations, and dances will be suspended until hours are

DETENTION

Teacher Detention

Teachers may detain a student after school no later than 3 p.m. to address classroom behavior. If the student does not show up, then a referral is sent to the Dean of Students. Participation in extracurricular activities does not excuse a student from meeting with the teacher.

School Detention

The Dean of Students issues a school detention that lists the date and time of the detention. There is a minimum of 24 hour notice given to the student, as noted by the date of issue. The detention notice must be signed and returned to the Dean of Students at least one day before the detention is to be served. Participation in extracurricular activities does not excuse a student from a school detention. Detention is served from 2:45 - 3:30 p.m. and students engage in non-credited service activities for the school.

PROBATION

Catholic High may place a student on probation for serious or repeated violations of its Disciplinary Code. In such cases, the school designs a Probation Agreement that incorporates behavioral expectations, consequences, and a plan for improvement. Together, these items are intended to help improve the student's behavior. The school's administration determines the terms of the Probation Agreement, which is then signed by the student and her parents or guardian. Violation of the terms of probation is a Category IV infraction.

SUSPENSION/EXPULSION

Students may be suspended or expelled for violations of the Disciplinary Code. The school reserves the right to suspend or expel a student for behaviors not listed in the disciplinary code, when such behaviors, in the opinion of the President and/or Principal, cause, or threaten to cause, serious harm or disruption to students or the school environment.

Expulsion is the permanent removal of a student from the school and its

premises. Students who are expelled from *The Catholic High School of Baltimore* are prohibited from attending any and all Catholic High events whether on or off campus. In order to retrieve belongings and finalize unfinished business, we require an appointment to be scheduled with the Principal's assistant. In such cases, tuition that has been paid is forfeited to the school.

Out-of-School Suspension

This type of suspension removes the student from school for a period of time. A reinstatement conference must be held following the suspension.

Financial Related Suspension

Student tuition accounts that are more than 30 days in arrears will result in the issuance of a suspension letter signed by the Principal and the Director of Finance. Students are not allowed to return to school until the financial obligation is met. Participation in extracurricular activities such as dances, field trips, club activities, and sports are not permitted if monies owed to the school.

Expulsion

Expulsion is the permanent removal of a student from the school and its premises. Students who are expelled from *The Catholic High School of Baltimore* are prohibited from attending any and all Catholic High events, whether on campus or off campus. In order to retrieve belongings and finalize unfinished Catholic High business, we require an appointment to be scheduled with the assistant to the Principal. In such cases, tuition that has been paid is forfeited to the school.

STUDENT ACTIVITIES

Catholic High sponsors the following extracurricular activities:

ATHLETICS

Fall

Varsity Cross Country
Varsity Soccer
Varsity/JV Volleyball
Varsity Field Hockey

Winter

Varsity/JV Basketball
Varsity Cheerleading
Varsity Swimming
Varsity Indoor Track & Field

Spring

Varsity Lacrosse
Varsity/JV Softball

Varsity Track & Field
Varsity Golf

CLUBS/ACTIVITIES/ORGANIZATIONS

The following is a sample of the many clubs and organizations available to students:

Ambassadors	Mathletes
Athletic Association	Model UN
Culture & Diversity Council	Nurses' Club
Dun Scotus Forensics	STEP Team
Green School Club	Student Council
It's Academic Team	Youth and Government

Students may be invited or apply to the following honor societies:

- Mother Generosa Chapter: National Honor Society
- National Art Honor Society
- The Sister Corda Marie Bergbauer National English Honor Society
- National Science Honor Society
- Tri-M Music Honor Society
- French National Honor Society
- Spanish National Honor Society

DANCES

The sophomore student council hosts a dance in the spring for the sophomore class. The juniors and seniors each have a prom in the spring. All are chaperoned by faculty and staff. Students may lose the privilege to attend prom or dances for the following reasons:

- » *Financial obligations are not current at the time of ticket sales*
- » *Students are not in good academic standing at the time of ticket sales*

Dances and proms are restricted to Catholic High students and their male guests under the age of 21. Students are welcome to come in groups or solo, if they choose not to come with a male guest. No female guests are allowed, including, but not limited to TCHS students who are not members of their class. All Catholic High behavior policies are enforced.

PERFORMANCES

Catholic High sponsors and supports the following:

Student performances

Fall Drama, Spring Musical, Christmas Concert and Art Show, Spring Concert and Art Show, and Senior Art Show.

Visual and Performing Arts Ensembles

A Cappella Choir, Chamber Choir, Concert Choir, Brass Ensemble, Chamber Winds, Clarinet Choir, Flute Ensemble, Symphonic Band, Guitar Ensemble, Piano Ensemble, and Ukulele Club.

PUBLICATIONS

Catholic High sponsors and supports the following student publications. All publications are owned by *The Catholic High School of Baltimore* and the administration reserves the right to amend, edit, and approve all publications.

The Troubadour (student yearbook)

Canticles (Literary Magazine)

OTHER

ASSEMBLIES

Students sit with their assigned grade level homeroom during all assemblies. Students are expected to be attentive and polite to presenters. During religious functions, students are to enter, leave, and maintain a reflective quiet during the religious ceremony. Most assemblies require students to dress in formal uniform.

FIELD TRIPS

Field trips sponsored by Catholic High are based on clear educational objectives. Students are expected to participate in field trips related to class work. Failure to do so can affect their grade. In order to participate in field trips, students must:

- » be in good academic and behavioral standing
- » produce a signed official school permission form (Telephone permission is not accepted.)
- » follow guidelines on the official permission form to participate.

Dress Code for Field Trips

At *The Catholic High School of Baltimore*, we are fortunate to have the opportunity to expand our learning beyond the classroom. While on a field trip, students must conduct themselves at all times as a women of Catholic High. **Most often, students are required to be in formal uniform when on a field trip.** However, on the occasion when they are not in formal uniform, the following guidelines must be followed:

- » Blouses or tops that are collarbone high with long or short sleeves.
- » Blouses or tops must be either tucked into the waistband or over the waistband of the skirt or slacks.
- » Skirts that are professional length (1 inch above the knee or longer)
- » Dress slacks (no jeans)
- » Closed toe and closed heel shoes (no high heels, flip-flops, or sneakers)

If you have any questions regarding the Dress Code for Field Trips, please check **in advance** with the teacher in charge of the field trip, the Principal, or Dean of Students.

Should you not be in compliance with the Dress Code on the day of the event, you will not be allowed to participate in the field trip.

LOCKERS

Each student is assigned a locker to keep belongings during the school day. While the locker is used by the student, it is the property of Catholic High, therefore the Administration reserves the right to inspect lockers at any time.

It is the responsibility of the student to keep the locker clean and locked at all times. Each student may use

- » Only the locker assigned to her
- » Only the school issued lock

Tampering with another lock or locker is forbidden. Giving the locker

combination to another student is strongly discouraged. Switching locks or lockers will result in disciplinary action.

Gym lockers are assigned to athletes by the Athletic Director.

BATHROOMS

Bathrooms are for student use before, during, and after school. During the school day, students sign out of class to use the bathroom with the teacher's permission. Loitering, use of prohibited substances, writing on walls, or damaging the facilities in any way is considered a serious disciplinary matter.

STUDENT SERVICES

CAMPUS MINISTRY OFFICE

The campus minister serves the spiritual life of the school community. Retreat, liturgies, prayer experiences, volunteer opportunities, and peace and justice activities are coordinated by this office.

GUIDANCE AND COUNSELING

The Guidance Department provides counseling to all students based on their individual needs, including personal, academic, career, and college advising.

The Catholic High Guidance Department coordinates and administers academic testing to freshmen, sophomores and juniors (PSAT). It also advises juniors and seniors with regard to SAT and/or ACT testing for college. Meetings with parents and students are held to assist them in the proper interpretation of standardized test scores, and to provide useful hints and advice on how to improve them.

The Catholic High School of Baltimore counselor routinely meets with students who experience academic difficulties or challenges. Group meetings between teachers and parents of individual students can be arranged when necessitated by particular needs or circumstances. The Guidance Office also works with the teachers and parents of students having special learning needs or challenges, through the auspices of the Archangel Program and its director.

The counselor assists students in all aspects of college planning,

including the college search process, the preparation of educational resumes, essays, and application forms, and the completion of applications for college financial aid. Meetings are held with juniors and seniors, both individually and collectively, in order to acquaint them with, and guide them through, this process. Additionally, evening college planning meetings are held in the spring for parents of juniors, and in the fall and winter for seniors and their parents.

SAINT JOHN NEUMANN HEALTH CENTER

Catholic High provides a Health Center for students, under the direction of a registered nurse, during the school day. The Health Center's purpose is to provide care for emergencies, first-aid, and chronic health conditions. The nurse provides health-related counseling as needed.

Annual physicals are required for all students. In addition, Catholic High follows Maryland State COMAR regulations regarding immunizations. In compliance with state law, students without documentation of immunization may not attend school.

Prescription medications will be administered to students provided there is a written physician order and the medication is in the original bottle with a copy of the prescription attached. All prescription and non-prescription medication is to be administered in the Health Center. The nurse will administer non-prescription medication for students with the Medication Administration Consent on file. Whenever possible, medicine should be administered at home. Any student carrying prescription medication without proper authorization is subject to action under the Substance Abuse policy of the school.

Parents are asked to notify the nurse of any changes in the health status of their daughter. Students with an injury requiring crutches need a physician's note stating they may attend school while ambulating on crutches. In case of serious illness or injury, every effort is made to contact the student's parent/guardian. In an emergency, the student may be transported to the nearest hospital, accompanied by school personnel. If a student is too ill to remain in school, the parent/guardian will be notified. Once notified, the parent/guardian is expected to pick up their daughter within one hour. Students may not dismiss themselves from school.

SISTER ARNOLDINE O'CONNELL, OSF DINING HALL

Food services are offered at Catholic High. A complete lunch service, (hot and cold foods) and vending machines are available to students. Cash, and debit/credit cards, may be used to purchase food in the dining hall. Eating is restricted to the dining hall only. Students are expected to clean up after themselves, leaving tables cleared and chairs pushed in.

STUDENT SUPERVISION

At all times, students are to be in a classroom, lab, library, gym, or assembly area with adult supervision. Students are to gather before school in the dining hall until dismissed to classes. After-school supervision is available in the dining hall from 2:35 p.m. - 5:00 p.m.

DECARLO LIBRARY

In the DeCarlo Library, Catholic High provides a variety of resources to support the academic program. In addition to an extensive book and reference collection, the library provides on-line services, networked computers for data retrieval, and electronic communications with links to regional library collections. Print resources are updated yearly. A copier is available for student use.

The library is open daily, except for days scheduled for early dismissal. Students are charged for books and materials not returned within the academic quarter. Report cards will be withheld for outstanding obligations. During the school day, a student is admitted to the library under the direction of her teacher. A pass system and sign-in log are used during a student's assigned lunch period.

GRIEVANCE PROCEDURE

A. Definition of Grievance: A grievance is a difference or dispute between a parent/guardian and the school.

B. Procedural Steps

Step 1 A parent who has a grievance shall discuss it either orally or in writing with the person involved within ten (10) school days of the event that gave rise to the complaint or from the date the parent/guardian should reasonably have learned of such event.

Step 2 If the parent is not satisfied with the disposition of the matter at the informal level, the grievance shall be submitted in

writing to the school Principal within five (5) school days of the resolution proposed at the informal level. The Principal shall, within five (5) school days, meet with the parent/guardian to investigate the grievance. The Principal shall submit an answer within five (5) school days of the meeting.

Step 3 If the grievance is not satisfactorily adjusted in Step 2, the parent/guardian may appeal the grievance in writing to the President. This appeal must be within five (5) school days of receiving an answer from the Principal in Step 2. The President shall meet with the parent/guardian within fifteen (15) school days from the date of the notice of appeal. Within fifteen (15) school days of said meeting, the President will submit an answer to the parent/guardian in writing. The President's decision is final.

C. Time Limitations All time limitations may be extended by the school, as deemed appropriate under special circumstances.

COMPLIANCE STATEMENTS

Catholic High complies with all state and federal laws regarding child sexual abuse and sexual misconduct prevention. Please refer to the State of Maryland House Bill 486.

In addition, Catholic High follows the State of Maryland law and the Archdiocesan policy for reporting suspected child sexual abuse to the authorities as follows:

1. Under Maryland law, any person who has reason to believe a child has been subjected to abuse must make a report to the local office of Department of Social Services as soon as possible.
2. "Abuse" means the physical or mental injury of a child by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed; or sexual abuse, whether or not physical injuries are sustained.
3. "Sexual abuse" means any act that involves sexual molestation or exploitation of a child by a parent or other person who has permanent

or temporary care or custody or responsibility for supervision of a child, or by any household or family member.

4. "Child" is any individual under 18 years of age.
5. Staff members of childcare institutions, including schools and day care centers, must also notify the head of the institutions of the suspected abuse.
6. Catholic High cooperates fully with civil authorities investigating reports of child abuse.
7. A person who makes a report of child sexual abuse to Catholic High is required to follow the state requirements for reporting.
8. Alleged abuse that occurred when the victim is under 18 must be reported, even if the victim is now over 18, and even in cases when the alleged perpetrator is deceased.

(Taken from Section 3 of A Statement of Policy for the Protection of Children and Youth. Archdiocese of Baltimore. January 2)

It is the Policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation,

gender identity, or disability; or

(iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

ASSUMPTION OF RISK

PARENT/GUARDIAN INFORMATION AND UNDERSTANDING OF PUBLIC HEALTH PROTOCOLS (INCLUDING COVID-19)

Parents and guardians will follow *The Catholic High School of Baltimore's* requirements for attendance. This includes any activities and events as permitted in addition to the normal school hours.

- Parents/Guardians understand they play a crucial role in keeping everyone in the facility safe and reduce the risk of exposure by following the practices outlined herein. Parents/Guardians understand and agree that they and their child will comply with any other policies, procedures, guidelines, and rules that *The Catholic High School of Baltimore* may deem appropriate to prevent the spread of COVID-19 or other infectious illnesses at its facility.
- Parents/Guardians understand that during a COVID-19 outbreak, or other Public Health Emergencies, they will NOT be permitted to enter *The Catholic High School of Baltimore* facility beyond the designated drop-off and pick-up area located in the back parking lot of the school campus (except for emergency situations as outlined below). This procedure change is for the safety of all persons present in the facility, and to limit, to the extent possible, everyone's risk of exposure. Parents/Guardians understand that it is their responsibility to inform any Emergency Contact persons of the information contained herein and they cannot pick up the child unless they also have read these protocols.
- Parents/Guardians understand that IF there is an emergency requiring them to enter *The Catholic High School of Baltimore* facility beyond the

- designated drop-off and pick-up area they MUST wash/sanitize their hands before entering and wear a mask at all times. While in the facility, Parents/Guardians must practice social distancing and remain at least six (6) feet away from all other people, except for their own child.
- Parents/Guardians understand that in order to enter the facility their child must be free from COVID-19-like or other infectious symptoms. If, during the day, any of the following symptoms appear, their child will be separated from students, staff, and visitors located in the facility. Parents/Guardians will be contacted by *The Catholic High School of Baltimore* staff as soon as possible, and their child is expected to be picked up from the facility within thirty (30) minutes of being notified.
 - Parents/Guardians understand and agree that they are responsible for reporting to *The Catholic High School of Baltimore* if their child, their emergency contacts, or they have been diagnosed with COVID-19, have symptoms of COVID-19, or otherwise have reason to believe they or the Emergency Contacts have contracted COVID-19. Parents/Guardians further understand and agree that any child, emergency contact, or parent/guardian who wants to enter *The Catholic High School of Baltimore* after being exposed to COVID-19 must first contact the School Nurse, by phone at 410.732.6200 ext. 1222 to ensure they are in compliance with the guidance from the Centers for Disease Control and Prevention (CDC) and the Maryland Department of Health.
 - During a public health emergency:
 - Parents/Guardians agree to wear a mask at all times while dropping off and picking up their child(ren) until notified otherwise by *The Catholic High School of Baltimore*.
 - Parents/Guardians understand that their child will be required to wash their hands using CDC-recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least twenty (20) seconds.
 - Parents/Guardians understand the importance of complying with state, county or local stay-at-home orders and social distancing orders, even when outside of care, in order to control their own and their child's exposure in the local community.
 - Parents/Guardians will immediately notify *The Catholic High School of Baltimore* School Nurse if they or their children have had contact with someone who exhibits any COVID-19-like or other infectious symptoms.
 - **Parents/Guardians must read, understand, and voluntarily agree to comply with the provisions listed herein. Parents/Guardians acknowledge that the failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by *The Catholic High School of Baltimore* may result in terminating their child(ren)'s ability to attend *The Catholic High School of Baltimore*.**

